

# Parts Counter Salesperson



## Position Specifics:

**Department:** Parts

**Reports to:** Parts Lead / Store Manager

**Supervises:** None

## Purpose:

Responsible for selling, receiving, and delivery of parts and accessories. In addition performs in-store customer service, overall organizational promotion, and stocking duties.

## Responsibilities:

- Promotes and sells products and/or services to meet customer needs
- Supplies Service Technicians with parts as required
- Participates in all job-related training and development
- Assists with preparing and maintaining merchandise displays
- Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations
- Assists in keeping parts department clean and orderly
- Follows up on shortages and expedites issues by reporting to the parts lead
- Assists in maintaining all departmental tools, equipment, and vehicles are in good working order
- Any other duties as assigned

## Experience, Education, Skills and Knowledge:

- Basic data entry/keyboarding skills
- Basic parts and machinery knowledge
- Ability to use the John Deere Parts Catalog computer application
- Ability to work in a team environment
- Ability to lift items weighing up to 75 lbs.
- Ability to work extended hours and weekends
- Excellent customer service skills
- High School diploma or equivalent experience
- Fork lift license preferred