

PARTS ADVISOR

Ontario Motor Sales



Ontario Motor Sales is a Chevrolet Cadillac dealership proudly servicing the Durham Region for over 98 years. As a well-established GM Certified Service Centre, we see a high volume of maintenance work as well as warranty and repair orders. We are looking for a Parts Consultant to join our Parts Department!

As a Parts Consultant you will be responsible for processing retail, internal and wholesale customer orders. Daily client interaction by telephone, email and in person, while maintaining accurate inventory counts, and receiving and shipping orders. Excellent organization and communication skills are required, as well as basic computer knowledge. Previous dealership experience is an asset but is not a requirement.

Responsibilities

- Selling parts to customers over the retail counter, through the service department, over the telephone or by email
- Provide price quotes and other related parts information via the telephone or email
- Provide technicians at the service shop counter with parts accurately and efficiently to ensure they have all the required parts for the repair
- Retrieve parts from stock if available or by ordering from manufacturer and aftermarket vendors
- Assist in parts ordering, stocking, returns and maintaining all parts inventory
- Review files regularly to keep track of back orders and return-to-vendor items
- Assist in other areas of Parts Department as required such as shipping and receiving
- Maintain a safe, clean and organized parts room and area

Qualifications

- Previous experience in an automotive dealership parts department role is an asset
- Post secondary education an asset or equivalent related experience
- Minimum 2 years demonstrated phone experience
- Knowledge of parts inventory and business management
- Able to prioritize and multi-task effectively
- Strong communication, interpersonal and relationship building skills
- Exceptional customer service skills with the desire to exceed customer expectations
- Valid Ontario Drivers License
- Work as part of a Team with positive attitude helping all customers

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What We Bring:

- A well-established, stable business environment, in a company that has been a Durham region mainstay since 1923
- A competitive compensation package with benefits (including healthcare, drug, dental, optical, life insurance, pension)
- Regular work hours: Regular shift during Parts Department Hours
- Growth opportunities
- Great team environment

Job Type: Full-time

Please Forward All Applications To: hr@ontariomotorsales.com

Monday to Friday 8-5, Saturday shift and some nights during tire seasons as part of team schedule