

JOB DESCRIPTION

Counter Sales Associate

Responsibilities: The following section contains the primary responsibilities for this position. Job holder is responsible for performing any other duties as assigned by management.

- Establish and maintain good relations with customers by providing courteous, efficient, and professional service.
- Answer phones and process orders in a timely manner.
- Assist other team members when working with customers or finding auto parts.
- Stock shelves with product and maintain a clean and well organized work environment.
- Operate a cash register and navigate computer and paper catalog systems.
- Maintain a professional appearance as you will have direct customer contact.
- Demonstrate excellent communication and organizational skills in a professional manner.
- Works in a safe manner following all safety procedures, rules and regulations.
- Performs all other duties as assigned by management.

Experience, Education, and Abilities:

- High School Diploma or equivalent work experience required.
- Prior customer service or automotive skills preferred, ASE parts certified is a plus.
- Excellent verbal and written communication skills.
- Ability to work in a fast paced retail environment and multi-task.
- Computer skills required, able to look up parts, invoice numbers, etc.
- Capable of lifting and moving merchandise of up to 60 lbs.
- Able to bend or stoop to floor-level shelves and be able to reach shelves with use of stool or ladder when necessary.
- Ability to take deliveries (drive) when needed.
- Able to stand and walk for entire work shift.