

DUST & SON AUTO SUPPLIES

JOB DESCRIPTION

Name:

Location: Urbana, IL

Position: Parts Counter / Store Associate

Reports To : Store Manager

General Function

Assist and guide customers to receive the correct parts while providing great customer service as well as an inviting atmosphere

Responsibilities

1. Answer phone calls
2. Guide customer to the proper product based on the customers' needs
3. Clean and stock retail area ensuring everything is in proper order
4. Assist with checking in stock orders
5. Assist in putting stock orders away
6. Assist outside sales team with order needs and questions
7. Assist other company locations with order needs and questions
8. Assist with pulling and shipping orders
9. Collaborate with sales team on promotions and sale items
10. Assist with inventory control
11. Participate in all training programs made available
12. Keep current on new product as well as product updates
13. Keep work area clean and organized
14. Various other duties as needed.

Work Schedule

Monday – Friday 8:00a.m. – 5:30p.m / Saturday Rotation 7:30a.m. – 12:00p.m.