

Position: Parts Counter Advisor (Truck & Heavy Equipment)

Location: Mt. Pearl, NL

Reports to: Parts Manager, Dartmouth

Start Date: As soon as possible

Status: Full-time, 40 hours/week

Royal Freightliner Inc., a division of Nova Enterprises Limited, is a Freightliner dealership with Mt. Pearl, NL. We are a dynamic company within a competitive market and poised for growth.

What the position is about:

Based in our Mt. Pearl location, and reporting to the Parts Manager, this position will provide customers with cost-effective parts and information in a friendly, efficient, and knowledgeable manner.

What you will be responsible for:

- Providing customers with accurate parts and pricing information and sourcing alternative parts options when OEM parts are not available for order
- Maintaining parts inventories including identifying and cataloguing parts and assemblies, ordering, receiving, inspecting, sorting, stock handling, and upselling of additional parts/accessories to fit the customers' need
- Completing and entering all required documentation including preparing invoicing, following and tracking orders, shipping and receiving information, data entry of purchase and work orders, and maintaining price lists and catalogues
- Processing CORE returns as required and assists with inventory counts and inspections
- All other duties as assigned by management

What you bring:

- 2 years' experience in a similar role; preferably in the truck industry
- Proficiency in MS Office Suite and computerized inventory systems is required
- Mechanical background is an asset
- Forklift training, WHMIS, and TDG training certification is an asset (but can be provided)
- Strong focus on providing valuable customer service
- Effective verbal and written communication skills
- Possess solid analytical and problem-solving skills
- Excellent attention to detail and time management skills
- Proven ability to adhere to and maintain workplace health and safety initiatives
- Highly motivated and able to work in a fast-paced environment with minimal supervision

Let us help you define your road to success by supporting you with our:

- Monthly incentive program
- Health & Dental programs
- RRSP programs
- Industry-focused training and continued education programs
- Supportive, safe work environment
- Growth opportunities

We are looking for an enthusiastic individual with a proven track record for organization, customer service, attention to detail, inventory control, and communications. If this sounds like you, we invite you to apply by sending us your resume to the attention of

Bernie Mercer- Parts Manager – bmerc@royalfreightliner.com or fax 709.748.2199

NO PHONE CALLS PLEASE!

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.