



☎ 613-623-6508, [Fax: 613-623-5382]
480 Hartney St Arnprior/ON, K7S 0B8
www.rmtruck.ca

JOB POSTING: Parts Counter Clerk

Objective:

R&M Truck & Trailer Repairs is proudly an Associate Navistar/International Dealer located in Arnprior, Ontario. We are currently looking for a dedicated individual with customer service experience to join our parts team!

Position Type: Full Time, Permanent, 44 Hours/Week

Business Hours: Monday to Thursday from 7am-5pm & Friday 7am-4pm, NO WEEKENDS

How to apply: Email your resume to admin@rmtruck.ca or drop off at our location

Roles & Responsibilities:

- Report directly to the Parts Manager
- Provide customers with efficient customer service by responding to parts inquiries in person and over email/telephone communication
- Offer expertise and knowledge on replacement parts and accessories
- Create dedicated relationships with long-term customers
- Process/receive orders & payments, along with the proper handling and storage of parts
- Use a computer software program to track inventory and stock levels
- Work closely with the Service Manager to generate estimates in a timely manner
- Help to keep the parts department tidy and accessible for all customers/staff

Qualifications & Education Requirements:

- Experience in the Automotive Industry, **Heavy Duty Trucks knowledge is a strong ASSET**
- Valid G License
- High School Diploma

Preferred Skills & Attributes:

- Efficient with Computers and Electronics
- Strong Communication and Time Management
- Able to Multi-Task and Lift Heavy Items
- Attentiveness and Aptitude for Sales
- Team player while also being able to work individually

What We Offer:

- Competitive Wages and Benefits
 - Group Insurance
 - Annual Bonus and Annual Boot Allowance
 - Frequent Company Breakfasts/Lunches
 - Friendly Environment with an understanding of Life/Work balance
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