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PARTS/SERVICE/SALES POSITION (Snohomish)

Busy Outdoor Power Equipment / Small Engine Sales & Repair Shop located in Snohomish has an immediate full time position available for a parts/sales-counter customer service person. We are looking for someone who is self-motivated, hard working with the ability to multi task, pays attention to detail and takes pride in their work.

Duties would include, but are not limited to:

- * Provide outstanding customer service in a friendly, professional manner.
- * Accurately identify and look up parts for customers and service techs.
- * Assist walk-in, phone-in and e-mail customer requests for obtaining proper parts and or service.
- * Sale of parts and equipment.
- * Support other departments as needed. TEAMWORK!
- * Receive inventory; parts and equipment; Stock shelves.
- * Accurately organize, identify and locate inventory.
- * Accurately complete all required paperwork to ensure correct tracking and billing of work and sales.
- * Safely operate a forklift.
- * Assemble power equipment accurately and efficiently as well as communicate to customers the operation and maintenance of power equipment.
- * Delivery of parts and equipment orders.
- * Ability to regularly lift and manipulate heavy objects.
- * Maintain housekeeping levels to ensure cleanliness and safety standards.
- * Other duties as assigned by owners and/or manager.

REQUIREMENTS:

- * A valid Washington driver's license and a clean driving record is required.
- * Outstanding customer service skills and a positive attitude.
- * Ability to multi-task.
- * Maintain a professional and positive image and attitude to the public, customers and co-workers while working under high stress situations.
- * Professional and effective written and verbal communication skills.
- * Must work well with others and independently.
- * Must have the ability to lift 70 lbs.
- * Must be able to pass a drug test and background check.

SKILLS PREFERRED:

- * Knowledge of commercial and residential end user lawn & garden equipment
- * Experience in a parts or service position
- * Computer skills
- * Experience with safely towing a trailer
- * Experience operating a forklift

Wages Based On Experience - Please reply to this ad with resume, work history and professional references for consideration. Microsoft Office compatible documents only, please. (.doc, .docx, .pdf)