



Utility Trailers of New England, Inc.

POSITION: PARTS COUNTER SALES

SALARY: \$14-\$20/HR.

➤ ***Responsibilities***

- Selling parts retail and wholesale to all available customers over the counter, through the service department, and over the telephone.
- Identify parts utilizing electronic, internet-based parts catalogs
- Pull purchased parts from stock
- Identify parts availability, locate, and submit orders for any parts not in stock to fulfill orders in quickest way possible
- Constant tracking of all parts orders
- Contribute to top productivity and efficiency in the shop through quick location of needed parts

➤ ***Qualifications***

- Must have ability to learn and use multiple internet-based parts catalogs and systems
- Team oriented, flexible and focused on maintaining a high level of customer service
- Ability to organize multiple tasks and complete with accuracy and efficiency
- Highly self-motivated with the desire to contribute to business growth
- Being able to show up on time and be prepared to work throughout the day