



# Example of Automotive Parts Job Description

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Our company is hiring for an automotive parts. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for automotive parts

- Ongoing maintenance of the AAIA ACES/PIES data cataloging system
- Verify in stock position of product
- Loads truck according to delivery schedule
- Maintains orderliness and housekeeping of assigned work
- Complies with established company policies and procedure
- Assumes all duties as assigned
- Uses vast automotive knowledge to be able to assist technicians customers to determine what parts are needed to resolve mechanical and aesthetic issues
- Maintain customer goodwill by greeting and acknowledge all customers he/she comes in contact with
- Assist in keeping parts department clean and orderly
- Assist with Parts Manager in merchandising displays

## Qualifications for automotive parts

- Self motivated and fast paced individual with serious work ethic
- Verifies in-stock position on product for sales staff assist in monitoring inventory levels
- NAPA's ideal Counter Sales Trainee will have strong Know How and experience of all things automotive, and will bring a passion for delivering customer care to the job every day
- Minimum of 6+ months of analyst experience working with an automotive

- Ability to prioritize workload and meet due dates in addition to handling multiple tasks while changing priorities
- Intermediate personal computer proficiency - able to use Windows Explorer, MS Office Suite and the Internet