



# Example of Automotive Parts Job Description

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Our growing company is looking to fill the role of automotive parts. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for automotive parts

- When working the parts counter, follows prescribed cash, credit, and check processing procedures of the dealership
- Attends training as prescribed by management to maintain proficiency in his/her job description
- Uses dealership equipment and resources safely and proficiently
- Performs other tasks as required by Parts Manager
- Follow up on shortages and expedite by reporting to the Parts Manager
- Mailing VIN labels
- Managing mailbox inquiries
- Verifying and releasing parts
- Part number research
- Part registration

## Qualifications for automotive parts

- Must have a passion for automobiles
- Must have proficiency with Software Applications such as PRS and TQNET, digital photography and editing software
- Knowledge of most conventional automotive techniques including equipment, terminology and automotive technology
- Must be detailed oriented, and methodical with follow up
- At least 1 year experience in auto parts retail environment looking up parts

