



Example of Automotive Parts Job Description

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Our innovative and growing company is looking for an automotive parts. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for automotive parts

- UIO breakdown by dealer analysis
- Parts monitoring support
- Communicate/coordinate between sales and delivery drivers as needed via phone, emails, fax Communicate to sales/drivers quickly, effectively, and efficient
- Manage, create and maintain Auto Care Association PCdb part categories to part numbers
- Manage, create and maintain Auto Care Association PCdb part categories to application records
- Liaise and consult to resolve customer queries
- Provide direction with method to resolve customer queries
- Ensure completion of customer query resolution
- Saturday work will be required
- Participate in review and updates of Make, Model and Year data by part number

Qualifications for automotive parts

- Honda/Acura experience preferred
- Associate's Degree in Engineering or Technical Automotive Degree
- Works well in both a team environment and independently
- Ability to be detail oriented while multi-tasking

