



# Example of Automotive Parts Job Description

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Our innovative and growing company is searching for experienced candidates for the position of automotive parts. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for automotive parts

- Keeps orderly records of all repair orders, invoices and special order parts
- Be a subject matter expert on parts inventory and availability
- Provide customers (both internal and external) with the correct part(s) for their vehicle
- Locate and receive shipment of parts
- Receive parts into inventory
- Maintain the parts inventory for neatness, accuracy (cycle counts), and correct stocking levels
- Control service supplies to minimize waste
- Allocate parts in the AutoMation system
- Return incorrect and/or defective parts to parts vendor or manufacturer
- Meet all requirements of OSHA/EPA guidelines

## Qualifications for automotive parts

- LKQ is an Equal Opportunity Employer and offers a drug free work environment
- The existence of criminal conviction(s) is not an automatic bar to employment
- Must be dependable and reliable with excellent attendance history
- Competitive Pay – dependent upon experience
- Day time hours
- Ability to lift up to 50 pounds, and up to 25 pounds regularly