



15075 Al-Jon Avenue | Ottumwa, IA 52501 | Phone 641-682-4506 | Toll Free: 800-255-6620 | www.aljon.com

JOB TITLE: Parts Specialist

EMPLOYER: AlJon by C&C MFG.

DEPARTMENT: Parts Sales

REPORTS TO: Parts Sales and Service Manager

C&C Manufacturing is looking for a Parts Specialist. The role of the Parts Specialist is to be responsible for assisting all customers and technicians in securing needed parts and supplies.

DUTIES AND RESPONSIBILITIES

Including but not limited to

- Works with customers, outside salespersons and technicians to fill parts requirements with general supervision.
- Prepares invoices for all over the counter sales and bills parts to repair orders that are issued.
- Assist in maintaining stock levels, receiving and shipping parts, and in issuing purchase orders.
- Maintains a favorable relationship with customers by addressing their needs and issues in a timely manner. Escalates customer issues to supervisor when needed.
- Enters all lost sales into the inventory system so that proper inventory items and levels can be maintained.
- Follows safe work practices and procedures, uses safety equipment when required, responds to suggestions for working safely and seeks assistance when necessary. Ensures proper safety, care, and maintenance of company vehicles and equipment. Reports any damage to company equipment or property immediately to supervisor.
- Assists with inventory management related activities as directed by supervisor.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- One year automotive parts related experience.
- Excellent customer service skills.
- Excellent verbal and written communication skills.
- Must be able to handle multiple tasks and requests in a timely manner.

C&C Manufacturing LLC is a drug-free work environment. All offers for employment are contingent upon taking and passing a drug test, as well as an acceptable background check.

KEEPING IT SIMPLE, BUILDING IT STRONG.