

## **Parts Consultant (40 Hours/Week) (On-Site)**

Quantrill Chevrolet Buick GMC Cadillac Ltd. requires a knowledgeable and dynamic **Parts Consultant** to join our team. The ideal candidate will possess strong communication and organizational skills, with a background in retail sales, customer service, or automotive repair. This role involves providing expert advice, building client relationships, and supporting sales initiatives across various industries. The Consultant will play a key role in enhancing customer satisfaction and driving business growth through effective consultation and strategic problem-solving.

### **RESPONSIBILITIES**

- Engage with clients to understand their needs and provide tailored solutions
- Assist customers with product selection, order fulfillment, and service inquiries
- Manage Point of Sale (POS) systems and ensure accurate cash handling
- Support marketing efforts to promote products and services
- Maintain detailed records using Microsoft Excel and other organizational tools
- Collaborate with team members to optimize sales strategies and improve customer experience
- Conduct follow-up communications via phone or in person to ensure client satisfaction
- Assist in maintaining dealership or retail environment, including basic maintenance tasks if necessary
- Negotiate terms with clients to close sales effectively while ensuring mutual satisfaction
- Ability to lift 50 lbs.

### **SKILLS**

- Proven experience in dealership environments, retail sales, or automotive repair is highly desirable
- Strong proficiency with POS systems, Microsoft Excel, and order fulfillment processes
- Excellent communication skills, including phone etiquette and negotiation abilities
- Customer service-oriented mindset with the ability to handle cash accurately
- Knowledge of CMMS (Computerized Maintenance Management System) is advantageous
- Effective marketing and sales management skills to drive revenue growth
- Organizational skills for managing multiple tasks efficiently in a fast-paced setting
- Math skills necessary for accurate transactions and data analysis
- Ability to work collaboratively within a team while maintaining a professional demeanor

This role offers an engaging environment where your expertise can directly impact customer satisfaction and business success. We welcome candidates who are proactive, detail-oriented, and eager to contribute their skills to our growing organization.

Have a general understanding of automotive systems.

Previous Dealership Experience is preferred but not required.

Valid Driver's License and clean Driver's Abstract required.

Pay: \$20 - \$22 per hour

**BENEFITS**

- Company Pension
- Dental Care
- Disability Insurance
- Extended Health Care
- Life Insurance
- Vision Care

Please apply by e-mailing a resume and cover letter to Dean Longyear, Parts Manager at [DeanL@QuantrillChev.com](mailto:DeanL@QuantrillChev.com).