

Auto Parts Specialist

- **Location:** Salt Lake City and Ogden, UT
- **Employment Type:** Full Time
- **Experience:** 4+ years sales

JOB TITLE: Auto Parts Specialist

POSITION SUMMARY:

Provides excellent support to Sales and Service Manager, Technicians and other team members through the proper adherence to all procurement procedures, working with vendors to ensure timely and adequate supply of auto parts and materials required for the service.

ABOUT AAMCO TRANSMISSIONS

AAMCO Transmissions is the world's largest chain of transmission specialists and one of the leaders in total car care services. For over 50 years, AAMCO has worked to be the most recognized name in Transmission and Total Car Care service, and it wouldn't be possible without our hard-working employees in each center

We understand that to properly meet the needs of our customers we also need to meet the needs of our employees. If you work at AAMCO, you have the ability to join a team that knows the value of career development and offers ongoing training & development at an award-winning facility.

OBJETIVES:

- Support sales and service management and technicians in the procurement of automotive parts and shop supplies.
- Use automotive parts knowledge to assist other team members answer questions and inquiries from management, technicians and clients, communicating effectively with everyone in the shop who needs help with auto parts.
- Work with vendors to get correct parts in a timely manner.
- Return auto parts and supplies to vendors.
- Use technology (computer), telephone, and paper catalog system.

COMPETENCIES:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress.
- Friendly, courteous, service-oriented, professional, outgoing, and team-oriented.
- Remain calm and professional in stressful situations.
- Detail oriented while maintaining an extremely positive attitude.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.
- Team player with a "can do" attitude that can work in a fast-paced environment.
- Forward-thinking and creative individual with high ethical standards and an appropriate professional image.

- A well organized and self-directed individual who is a team player and takes initiative.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Bilingual English - Spanish.

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent.

4+ years in automotive parts industry.

Why You Should Be Joining Our Team!

- Excellent compensation, \$30,000 – 40,000 a year, based on experience.
- Employee benefits
- Continuous training opportunities and ongoing field support
- Career growth opportunities

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 70 pounds.

EQUAL OPPORTUNITIES

Maximus Transmissions LLC and J&M Transmissions LLC as franchisees of AAMCO TRANSMISSIONS, are equal opportunity employers, recognizing our community as multigenerational and multicultural, hiring local talent regardless of race, color, religion, age, national origin, gender identity, sexual orientation, or disability, and keenly encouraging inclusion in all forms within our company and crosswise interactions with clients, candidates and partners. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.