

PARTS DRIVER

ONTARIO MOTOR SALES



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— CHEVROLET CADILLAC —

Ontario Motor Sales is a Chevrolet Cadillac dealership proudly serving the Durham Region for 100 years. As a well-established GM Certified Service and Sales Centre, we are looking for a high-energy and versatile a Parts Driver to join our team! Reporting to the Parts Manager, you will be responsible for tracking and maintaining the parts inventory and coordinating parts deliveries to our customers.

KEY RESPONSIBILITIES

- Greets all customers in a professional manner.
- Pick up and deliver parts.
- Assist in keeping good housekeeping practices.
- Prepare orders daily for shipment, delivery, or pick-up.
- Retrieve parts purchased from stock.
- Assist the Parts Manager in ordering stocked parts.
- Assist with shipping/receiving duties.
- Assist in parts duties.
- Maintaining the parts truck-gas, cleaning, scheduling any maintenance or repairs.
- Perform other tasks, based on management requirements and instructions.

WHAT YOU NEED TO SUCCEED

- High school diploma or equivalent.
- Valid Ontario Class 'G' Driver's License.
- Clean driver's abstract.
- Must be reliable and able to work productively with minimal supervision.
- Team-oriented with a positive attitude.
- Ability to lift 50 pounds on a regular basis.
- Basic knowledge of car parts.
- Ability to work in a fast-paced environment.
- Excellent customer service skills with a focus on building and maintaining relationships.
- Strong organizational and time management skills.
- Ability to work 7:30am-4:30pm

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WHAT WE OFFER

- A well-established, stable business environment, in a company that has been a Durham region mainstay since 1923
- A competitive compensation package with benefits (including healthcare, drug, dental, optical, life insurance, pension)
- Vehicle purchase program
- Tools for success include ongoing training and management support
- Career growth opportunities
- Great team environment

PLEASE BE PREPARED TO PROVIDE

- Valid Ontario G driver's license
- Personal and Professional References

We thank you for your interest in employment with Ontario Motor Sales, however, only applicants selected for an interview will be contacted.

Ontario Motor Sales is committed to providing accessible employment practices that are following the Accessibility for Ontarians with Disabilities Act (AODA). Please let us know if you require accommodation during any stage of the recruitment process.