



**VALUE
CREATOR**



Transform challenges
into possibilities

Our vision :

To grow Uni-Select into one of North America's leading automotive organizations.

Our mission :

Develop the best distribution methods for spare parts, tools, equipment and accessories for motorized vehicles.

POSITION OPENING

DIVISION: Northeast- New England Division
TITLE OF POSITION: Parts Specialist, Hawkes Auto Parts

IMMEDIAT SUPERVISOR : Store Manager

The position is located in Peabody, MA. The incumbent will be responsible for the following activities.

DUTIES:

- Record all sales promptly and accurately per company standards.
- Complete cash balance sheets accurately, neatly and in a timely manner per company standards.
- Properly receive all merchandise and complete all invoices pertaining to merchandise in order to maximize inventory control according to company standards.
- Follow all company policies and procedures in place for reducing theft loss and shrinkage.
- Follow company guidelines involving the handling of items that are for store use.
- Practice option and add-on selling techniques with every sale.
- Assist in the collection of accounts receivable for accounts that require a weekly charge and/or are delinquent according to company credit terms.

REQUIREMENTS:

High School diploma or equivalent preferred but not required. 1+ years of relevant experience.

PERSONAL SKILLS

- Ability to exercise judgment and to work independently.
- Strong customer service skills. Ability to handle difficult customer situations. Comfortable when utilizing up-sell techniques.
- Strong cash handling skills, including the use of POS systems and/or calculators.
- Strong verbal communication skills.
- Must demonstrate consistency, accuracy and follow-through.
- Extensive product knowledge or the ability to obtain product knowledge.

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.
- Must be able to lift 40 pounds, 4 feet high, without the aid of another person.
- Must be able to sit/stand for up to a full eight (8) hour shift in the performance of job duties.
- Must be able to bend, stoop, push and pull in the performance of job duties.
- Must be able to use finger bilaterally and unilaterally (one-handed) in the operation of office equipment such as cash registers, computers, and adding machines.
- Must be able to work around various fumes, odors, chemical agents, and solvents.
- Must be able to work in various temperatures and environmental conditions.