



AUTOMOTIVE SHOP HELPER I

GENERAL RESPONSIBILITIES

Responsible for operating the automotive parts room: issuing parts and supplies; preparing and maintaining detailed records.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Research and obtain price quotes for automotive parts and supplies.
- Monitor and maintain established inventory levels.
- Assist the purchasing department in purchasing automotive parts and supplies.
- Submit requisitions for parts and supplies.
- Conduct inventory of parts and supplies in the parts room and on the service vehicles, ensure sufficient inventory.
- Communicate with vendors both in person and/or by telephone.
- Issue parts, supplies, tools and equipment to mechanics.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the availability and procurement of automotive equipment parts and supplies; general knowledge of inventory and related accounting procedures; general knowledge of the repair and maintenance of automotive equipment; general knowledge of business mathematics; general knowledge of standard office procedures; ability to operate standard office equipment; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

Graduation from high school and some experience in operation of an automotive parts facility.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.