Position Specifics:

**Department:** Parts  
**Reports to:** Parts Manager or Parts Lead or Corporate Parts Manager  
**Supervises:** None  
**Type:** Part-Time  
**Apply:** Online at www.TriGreenTractor.com

Purpose:
Responsible for selling, receiving, and delivery of parts and accessories. In addition performs in-store customer service, overall organizational promotion, and stocking duties.

Responsibilities:
- Promotes and sells products and/or services to meet customer needs
- Supplies Service Technicians with parts as required
- Assists with preparing and maintaining merchandise displays
- Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations
- Assists in keeping parts department clean and orderly
- Follows up on shortages and expedites issues by reporting to the manager
- Assists in maintaining all departmental tools, equipment, and vehicles are in good working order
- Attends schools and seminars as directed by management supervision
- Comply with safety regulations and maintain clean and orderly work areas
- Keeps himself/herself groomed and clothed as per dealership guidelines
- Follows attendance policy
- Performs other duties or functions as so directed by management, in line with the objectives of the dealership
- Expected to be a team player

Experience, Education, Skills and Knowledge:
- Basic data entry/keyboarding skills
- Basic parts and machinery knowledge
- Ability to use the John Deere Parts Catalog computer application
- Ability to work in a team environment
- Ability to lift items weighing up to 75 lbs.
- High School diploma or equivalent experience
- Fork lift license preferred
- Customer service skills
- Dealing with challenging situations/Customers or fellow workers
- Experience with part business, farming, or inventory control
- Extended work hours when needed
- Dependability
- Follows procedures and directions from management