

Parts Sales Assistant



Quality Bus & Truck Parts

16174 149th St SE, Big Lake, MN 55309

Full-Time, 40 Hours Per Week

Role Summary:

The Parts Sales Assistant will be responsible for supporting all sales functions including assisting customers, order picking and order processing. This position will provide excellent customer service, manage parts inventory, and ensure that customers receive the right products in a timely manner. To be successful in this role you must be detailed orientated, reliable, flexible and communicate well.

Key Responsibilities:

- Support sales team in answering customer queries in person, over the phone, online chat or via email in a timely manner.
- Process customer orders accurately and efficiently through phone sales as well as QBT website, eBay and My Little Salesman (MLS).
- Monitor and respond to our social media (Craigslist, Facebook Marketplace, etc.) advertisements.
- Pick customer orders from the warehouse, identify and verify accurate parts.
- Clearly communicate verbally or via chat/email with customers and coworkers.
- Maintain and organize the parts inventory in the store or warehouse.
- Maintain accurate records of sales, orders, and customer transactions.
- Assist in various departments as needed.

Qualifications:

- Must be 18 years of age or older with a valid driver's license.
- Basic knowledge of automotive or industrial parts and equipment is preferred.
- Capable of managing multiple tasks and priorities in a fast-paced environment.
- Familiarity with inventory management software and point-of-sale systems.