

Partsperson

Posted By: CSN Elite Body Shop

Location: North Vancouver

Salary: \$35.57 Per Hour

JOB ID : RJ5266743

Posting Date : 31-Jan-2025

Expiry date : 30-Jul-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : Fresher (less than 1 year)

Job Type : Full Time

Job Description

Job Description:

Location: 142 Fell Avenue, North Vancouver, BC V7P 2J9

Salary: \$35.57 hourly

Vacancies: 1

Terms of employment: Permanent employment, Full-time, 35 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Early Morning, Evening, Morning, Shift

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Responsibilities

Tasks

Clean and maintain office, supply area or warehouse
Conduct sales calls
Perform general office duties
Set-up displays of retail parts and accessories
Address customers' complaints or concerns
Handle cash transactions
Identify, label and catalogue items received
Issue and distribute parts and supplies for internal use
Maintain records on inventory control system
Prepare and track work orders
Prepare requisition orders to replenish parts and supplies
Process incoming requisitions
Receive, unpack and sort incoming parts, supplies and materials
Sell spare and replacement parts
Ship, deliver or pick up parts, products or equipment
Store items in warehouse, tool room or supply area

Additional information

Work conditions and physical capabilities

Attention to detail
Fast-paced environment
Repetitive tasks
Tight deadlines
Work under pressure

Personal suitability

Client focus
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Team player
Values and ethics
Maturity
Punctuality

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

- Ø Support for persons with disabilities
- Ø Support for newcomers and refugees
- Ø Support for youths
- Ø Support for mature workers
- Ø Supports for visible minorities

How to apply

By email: csnbodyshop@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: csnbodyshop@gmail.com

Posted on refugeejobportal.com