



Job title: Assistant to the Parts and/or Fixed Operations Manager
Department : Parts Department
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

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| <i>Efficiently controls the parts inventory, together with the parts manager and performs related administrative tasks. Assists the parts clerk (counter).</i> |
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The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Orders parts on a daily basis.
- Stocks and records orders received.
- Notifies the individuals concerned as soon as specially ordered parts are received.
- As far as possible, assists the parts clerks (counter) in processing customers, cheques, and insurance and credit card matters.
- Updates the files on electronic parts.
- Keeps the parts pricelist up-to-date.
- Compiles the stock control reports, to obtain an accurate summary of the reserve supplies and determine re-procurement needs.
- Provides the claims department with the information needed to ensure that the manufacturer's parts warranties are promptly recorded.
- Reviews the files to obtain a summary of unsold articles and recommend the elimination of excess stock.
- Ensures that credit is granted for returned parts.
- Returns parts, as necessary, and subtracts them from the inventory once credit has been granted.
- Matches the purchase orders and the invoices, approves them and sends them to the accounting department.
- Files all invoices issued by the parts counter.
- Acts as backup to the parts manager in inventory management tasks.

- Assists the parts manager in processing the weekly stock orders.
- Participates in preparing and taking the annual parts inventory.
- Participates in the annual parts return.
- Participates in telephone follow-up for the parts department.
- Ensures that the area set aside for parts is clean and tidy.
- Maintains a professional appearance.
- Performs other duties, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.

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