



PARTS ADVISOR

Job Description:

The Parts Advisor assists customers in the procurement of service parts for commercial vehicles at the retail counter and through the service shop. This person is expected to maintain customer loyalty and trust by creating an overall positive experience for the internal and external customers.

At Bentley Truck Services Inc., our customers are our priority. We strive to exceed expectations, deliver on promises and seek opportunity to improve.

Bentley Truck Services has been serving the truck transportation market in the Delaware Valley for 25 years and is recognized as one of the leading truck dealerships in the area. Joining the Bentley Team is an excellent opportunity to work with great people, accomplish goals, and thrive together. We are continuing to grow and hope that you will grow with us.

Primary Responsibilities:

- Candidate is expected to be able to accurately complete all parts requests from inception through the ordering process and receiving/shipping to final customer for all facets of our operation. Complete paper work to insure proper accounting of all transactions are in accordance with our guidelines and policies. Candidates need to be able to handle customers request and respond in a professional manner offering superior customer service to our customers.

Summary of Qualifications:

- Two years of relevant experience in an automotive or truck dealership parts dept.
- Inventory control experience required
- Candidate must be able to lift boxes up to 75lbs and operate material handling equipment
- Computer knowledge of both Microsoft Office products, including Excel, and a familiarization with internet basic software's.
- Must have a high school diploma or equivalent degree
- Must have a valid driver's license: CDL Preferred
- Must be able to lift 50lbs/push-pull 75lbs
- Ability to pass criminal background check and pre-employment drug screening
- Ability to comprehend instructions and information

Benefits:

- Company issued uniform
- Competitive salary – Based on experience

- Comprehensive medical plan including dental, optical, and prescription
- Life/AD&D (base and supplemental)
- 401k Retirement Savings Plan
- Paid Holidays and Paid Time Off
- Manufacturer's Training and internal trainings
- Voluntary Benefits (STD/LTD/Accident, etc..)

This specification is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Bentley Truck Services.

Bentley is proud to be an Equal Opportunity Employer that offers solid career opportunities.