

**Job Title:** Parts Counter Salesperson  
**Contact:** Parts Manager Eric Penn at 507-375-3144 or [PennE@deerequipment.com](mailto:PennE@deerequipment.com) or  
Store Manager: Scott Love at 507-375-3144 or [LoveS@deerequipment.com](mailto:LoveS@deerequipment.com)

**Department:** Parts  
**Reports To:** Parts Manager  
**Supervises:** None(May supervise trainee)

***Job Function:***

Performs a variety of in-store customer service, marketing, promoting, advertising, and stocking duties related to the receiving, sale, and delivery of parts and accessories.

***Essential Duties:***

1. Sells products and/or services to meet customer needs.
2. Records sales and/or counter transactions.
3. Supplies Service Technicians with parts as required.
4. Assists with preparing and maintaining merchandise displays.
5. Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations.
6. Participates in all job-related training and development.
7. Performs routine housekeeping tasks.
8. Maintains condition of department vehicles, inventory, tools, and equipment

***Skills & Qualifications:***

- ☞ At least 1 year experience in Parts Department operations preferred.
- ☞ Ability to use standard desktop load applications such as Microsoft Office and internet functions.
- ☞ Ability to work extended hours and weekends.
- ☞ Excellent customer service skills.
- ☞ High School Diploma or GED equivalent.
- ☞ Ability to analyze and interpret basic Parts Department reports.