



Parts & Rental Counterperson

Full Time: 40 hours/week

Salary: \$32,000-\$40,000

FLSA Status: Non - Exempt

Schedule: Monday – Friday – May require overtime and weekend hours as needed

Reports to:

The Parts & Rental Counterperson will have a working knowledge of the Parts and Rental Department. Their function will be to support the client relating to parts and service. The Parts & Rental Counterperson will help facilitate duties between the parts and rental departments and drive business through expedited service.

RESPONSIBILITIES

- Complete all open Parts and Availabilities look-ups
- Place parts orders
- Create rental contracts
- Receive parts in when they arrive
- Create quotes based on P&A's,
 - Enter any relevant information into the internal section regarding parts vendors, special instructions or anything that would be particular to that job
- Submit quotes back to clients within 48 hours of request
- Call clients to follow-up on all outstanding quotes on a weekly basis until it is either approved or final decline given by client
- Answer phones as needed for parts and rentals
- Help perform monthly parts inventory counts
- Help maintain data accuracy in the system
- File any needed parts warranty
- With a smile, help with any walk in clients regarding parts and rental
- Actively assist clients by recommending new products or suggesting alternatives
- Learn all new products as they are introduced
- Keep work area clean and maintained in an orderly fashion

The above duties are subject to change at any time and do not constitute the only responsibilities of this position. Atlantic Lift reserves the right to make any necessary changes to this position at its discretion.

Signature of Manager Offering Position

Date

The above is hereby:

Accepted

Rejected

Signature of Applicant

Date