



Full-time, Permanent Parts Counter Associate – Two Positions (Rockwood and Kitchener)

About Us

Connect Equipment Corp. is a full line Agricultural, Commercial and CUE five location company based in Southwestern Ontario. We believe in providing superior products and customer service targeted to the various customer segments we serve – before, during and after the sale.

We are committed to creating a dedicated community of people who are driven by the quality products it sells and services.

Position Summary

Serve customers in a welcoming manner, solicit additional sales, charge out merchandise and make necessary entries to the Inventory control system.

Responsibilities

- Distribute special order parts by following through on installation or delivery to Customers
- Assist Customers by properly identifying needed items, using parts catalogs, price items and print invoices
- Make necessary entries to inventory control system assuring proper records are kept with current pricing, as well as the recording and entering of special orders
- Participate with physical inventory and cycle counts
- Participate in the preparation of scheduled parts return to the respective manufacturers
- Assist in verifying cost, price and totals of parts invoices and repair orders
- Immediately greet every Customer upon arrival in the Department
- Track lost sales
- Make every effort to fill Customer's need for "out-of-stock" or "non-stocked" items
- Complete necessary training and keep current on new product bulletins, catalogs, manufacturer's terms, discounts and special programs
- Always complete required documents before disbursing parts
- Always see that defective merchandise is tagged properly with date, correct part number and filed in warranty bins
- Document and correct discrepancies between inventory records and shelf quantities
- Spare time is spent in housekeeping of counters, aisles, shelves, shipping/receiving and warranty areas.
- Promote all Connect Equipment promotions including the PM360 Preventive Maintenance Program
- All paper work is complete, concise and easy to read
- Team player who treats customers and co-workers in a friendly, courteous manner



Experience & Skills:

- Computer skills and experience with Keystone considered an asset
- Ability to interpret equipment diagrams to assist diagnosing parts needed
- Ability to lift heavy parts/components (up to 50lbs)
- Valid driver's license required
- Agricultural background or experience preferred
- Fork lift license preferred

Applicants must have a clean driving record and be able to work some Saturdays. We offer a competitive wage package including benefits and the opportunity for development.

Please send resume to jobs@connectequipment.com or drop into our Rockwood or Kitchener location. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted

All resumes will be kept confidential.