



Bill Mathews Motors Inc.
260 Armstrong St N. * PO Box 1059
New Liskeard, ON * P0J 1P0
www.billmathewsmotors.ca
Ph: (705) 647-4393 * Fax: (705) 647-7093

Bill Mathews Motors is currently accepting applications for a FULL TIME

PARTS COUNTERPERSON

This position assists internal and external customers with parts requests to ensure that the correct part is obtained the first time. This includes identifying correct parts and locating them in inventory or ordering the requested part. Assists in the operations of the Parts Department by maintaining and tracking the parts inventory and accessories, and any other duties as assigned.

Qualifications/Skills:

- * Completion of High School Diploma/College/Vocational Training
- * Computer Literacy (PBS V10 and Microcat knowledge would be an asset)
- * Strong written and oral communications skills
- * Previous sales and customer service experience
- * Previous work experience in the automotive industry would be an asset
- * Bilingualism would be an asset
- * Valid WHMIS certificate would be an asset
- * The ability to lift 50 - 70lbs

Salary and benefits commensurate with experience.

Please submit your resume to bill@billmathewsmotors.ca

We thank all applicants for their interest, however,
only those under consideration, will be contacted.

Accommodations for job applicants with disabilities are available upon request
in accordance with the Ontario Human Rights Code and the Accessibility
for Ontarians with Disabilities Act, 2005

Personal information submitted is collected under the authority
of the Municipal Freedom of Information and Protection of Privacy Act
and will be used for the purpose of candidates selection.