

Parts Technician

Position Details & Responsibilities

AG-Industrial, Inc. is looking for a Full-Time Parts Counter Technician person for our New Holland, PA location. We offer competitive salary and excellent benefits.

To apply please contact:

Andy Horning, Branch Manager

800-346-8319 x322 | ahorning@agindustrial.com

Main Tasks/ Responsibilities:

All employees are expected to take responsibility of the quality of their work, conduct themselves in the presence of customers in a manner that promotes a positive image of the company, and work in a timely and safe manner.

Essential Duties:

1. Responsible for answering parts inquiry calls and greeting visitors to the parts counter in a courteous and expedient manor
2. Responsible for assisting customers in selection of the proper parts using on line or paper catalogs.
3. Responsible for picking parts from the shelf and packing customers order appropriately.
4. Responsible for completing all on line or paper work associated with documenting, billing, and closing of parts orders.
5. Responsible for filling parts bins, creating displays and general clean up of the parts area as directed by the manager.
6. Responsible for completing inventory as directed by the manager.
7. Responsible for tending company displays at fairs and other events as directed by the manager.

OTHER JOB RESPONSIBILITIES

8. Responsible for keeping current on our products, those of our competitors and the industry in general
9. Responsible to complete other projects as directed by the manager.
10. Responsible for individual continuous learning
11. Responsible for knowing and following all company policies
12. Responsible for cleaning and organizing work area.
13. Responsible to provide assistance to other departments when needed as agreed to by the Service Manager.
14. Responsible for other duties as assigned by Manager.

Qualifications:

- Ability to write legibly, type using a computer to complete daily orders and documents
- Ability to lift up to 50 pounds
- Ability to work flexible hours in accordance with the needs of our customers