

Job Description

Title: Part Sales and Inventory Clerk

Customer Service:

- Assist customers with sales purchases and checkout
- Perform as back up to daily close out; report and bank drop
- Perform as back up for handling service intake for RV service business
- Maintain solid customer relationships by handling their questions and concerns with speed and professionalism
- Assist customers with trouble shooting minor problems concerning parts purchase or maintenance needs
- Greet customers, guests and visitors
- Receive and place telephone calls for sales questions
- Upsell appropriately to meet customer needs
- Keep work area neat and safe
- Perform daily cash-out

Merchandizing and Logistics:

- Maintain parts stock inventory
- Perform daily restocking of merchandize as received
- Maintain merchandize presentation and rotation

Logistics Coordination:

- Perform annual inventory and maintenance
- Perform as backup to handle responsibility for the logistical processing of customer orders, includes coordination with vendors, sales staff; including updating and chasing delegated service orders to ensure progress to deadlines

Other: Other duties may be assigned as needed

Requirements:

Honest, dependable, hardworking individual with good typing and PC skills, a great work ethic and a love for serving customers. General knowledge of RVs and/or parts and a strong aptitude and interest to quickly learn the business.

Salary & Benefits:

The RV Shack, llc. strives for excellence in staffing and is committed to providing pay that is above the local market. Pay will be based on the performance of the employee to profit the company.

Employees are paid on an hourly basis. The RV Shack recognize 6 paid holidays and provides vacation benefits for full-time employees based on time with the company.