



AUTOMOTIVE ASSOCIATE

RETAIL INDUSTRY

Required Qualifications

Ability to provide professional customer service and employee support
 Ability to work in a team environment to achieve common goals
 Ability to maintain composure and work effectively in a fast-paced environment
 Demonstrated automotive subject matter interest and knowledge
 Experience with use of automotive parts lookup system
 Ability to complete tasks according to instructions and demonstrate responsibility for outcomes
 Organizational ability and attention to detail
 Punctuality
 Information-seeking
 Effective written and oral communication skills
 Basic math & keyboarding skills
 Ability to stand/walk for 8 hours

Responsibilities

Meet, greet & thank customers, providing friendly, prompt & informed service in person & over the phone
 Guide customers to location of products
 Provide parts order-desk services
 Suggest value-added and related products and services
 Source and order automotive parts for customers and technicians following established procedures
 Process customer returns and warranties
 Test batteries, starters and alternators in accordance with prescribed safe operating procedures and using required personal protection equipment
 Stock and maintain shelves and display areas
 Locate products in the warehouse and back parts
 Help out wherever needed in the auto service area
 Maintain professional appearance (uniform, hygiene, grooming & name tag)

Employment Details

Wage	Minimum Wage	Hours	Store Hours
Employment Terms	FT or PT		
Major Intersection	Leslie & Sheppard (North York)	Public Transit	Yes

Job Order details

Job Developer	Ashton	Job Order #	150216	No. Of Positions	5+
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If you are registered with The Learning Enrichment Foundation: Please call the Job Developer.
If you are not registered: Apply for this position in person at **116 Industry Street** Toronto, M6M 4L8, **Monday to Friday, 9:00am - 3:30pm**.
Your S.I.N. and an updated resume are required for registration.