

Job Description

Title

Parts Salesperson

Terms

Full-time, Permanent

Location

2126 Rd 120 St. Marys, Ontario

Reports To

Management

Summary

The purpose of this job is to interact directly and indirectly (phone, email, and fax) with customers for the express intent of providing them with the agricultural, industrial, and surplus parts or equipment that they require.

Job Duties

- Customer service
- Answering customer calls, emails, faxes, and all other inquiries
- Selling parts and used equipment of a variety of makes and models
- Parts sourcing
- Paperwork and invoicing
- Interact professionally with other departments
- Ensure that workspace is clean and professional at all times
- Maintain all safety protocol and policy as laid out in the policy book
- Other duties as required.

Requirements

- Must be able to work in Canada
- Must have transportation to and from work
- Must have Grade 1 protective toe safety footwear ["green patch"]
- Professional development
 - Must have completed high school or equivalent
 - Post-secondary courses an asset but not required
 - Must be able to use a computer and certain software proficiently
 - 3-5 years sales experience
 - Mechanical or agricultural and asset



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- Leadership experience an asset
- Ability to process paperwork in a quick, efficient, and sensitive manner
 - Administration experience an asset
- Ability to handle information, company, customer, and co-worker, information with sensitivity
- Personal Development
 - Ability to problem solve; thinking on your feet within the scope of your position – independent worker
 - Good communication skills
 - High standard of professionalism
 - Work well with others
 - Safety-minded
 - Organizational skills

Working Conditions

- Time:
 - 40-44 hours per week.
 - 30 minutes unpaid lunch break
 - Overtime only allowed during the weeks of a Saturday shift (over 44 hours/week)
 - Monday to Friday with occasional half-Saturdays during peak season.
 - Vacation time permitted only after one year of continuous employment
- Remuneration:
 - Starting wage is dictated by:
 - Experience in the field or related fields
 - Condition of employment
 - Market sustainability at the point of hire
 - A wage increase may be negotiated at the point of hire
 - Benefits:
 - Graduated vacation accrual: 2 weeks – 4 weeks over a period of 15 years
 - Health Benefits **non-negotiable benefit*
 - Pension
- Physical Demands:
 - Constant light, physical effort: bending, reaching, carrying light items, walking standing
 - Average weight: 10-25lbs
 - Must be able to handle with no assistance
 - Sitting at a desk
 - Regular visual effort: concentrated reading of documentation or close viewing of computer displays
 - Regular manual dexterity/coordination: hand/eye movements, motor control, computer work
 - Limited heavy, physical effort: carrying/lifting heavy items, transferring/lifting or pushing items
 - On the phone 90% of the work day
- Regularly dealing with:
 - simultaneous multiple demands that must be attended to on the spot



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- work requiring attention to detail, subject to frequent interruptions that require immediate attention
- peak periods requiring an accelerated work pace over which you have no control, or deadlines creating pressure
- Handling office equipment and supplies
- Humid and hot in the summer, cool in the winter
 - Going in and out of temperature-controlled areas
 - Specific work space has very limited temperature control in the summer
- Noisy and dusty, dirty
- Interaction with various departments, customers, and third party affiliates
 - Interaction with large machinery or equipment
- Occasional situations of conflict or contentious interactions