



**JOHN DEERE**



# Parts Counter Salesperson

**Position Specifics:**

**Department:** Parts

**Reports to:** Parts Manager

**Supervises:** None

**Purpose:**

Sell, receive, and deliver parts and accessories. Perform in-store customer service, overall organizational promotion, and stocking duties.

**Responsibilities:**

- Promotes and sells products and/or services to meet customer needs
- Supplies Service Technicians with parts as required
- Assists with preparing and maintaining merchandise displays
- Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations
- Assists in keeping parts department clean and orderly
- Follows up on shortages and expedites issues by reporting to the manager
- Assists in maintaining all departmental tools, equipment, and vehicles are in good working order
- Performs other duties as assigned

**Experience, Education, Skills, and Knowledge:**

- Basic data entry/keyboarding skills
- Basic parts and machinery knowledge
- Ability to use the John Deere Parts Catalog computer application
- Ability to work in a team environment
- Ability to lift items weighing up to 75 lbs.
- Valid driver's license and clean driving record
- Fork lift license preferred
- High School diploma or equivalent experience