



<b>Job Title:</b>	Customer Service/Sales Specialist	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Counter Sales/Parts	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Anaheim, CA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Starting pay \$18.00 per hour Based on experience	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	Melanie V. Remillard	<b>Date posted:</b>	04/25/2017
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	

**Applications Accepted By:**

**E-mail:**  
[mremillard@dartcotransmission.com](mailto:mremillard@dartcotransmission.com)  
 Subject – Counter Sales Position, Anaheim

**Mail:**  
 Human Resources  
 Dartco Transmission Sales & Service, Inc.  
 4390 Long Road  
 Columbus, IN 47201

**Job Description**

**Role and Responsibilities**

- Greet customers at parts counter and over the phone with a friendly helpful attitude, provide information, as well as obtain required parts to satisfy client needs.
- Strive for 100% accuracy by finding the right part the first time.
- Assist outside salesmen to fill orders requested by customers or in preparing parts cost quotations.
- Receive customer orders by phone and answer inquiries relative to status of customer part orders.
- Exhibit a “can do” attitude and understand that at Dartco Transmission that “We sell Service”
- Work with management and sales team to organize work flow to ensure the customer is priority one.
- Maintain a tidy well organized work area.
- Ensure that safety guidelines are followed at all times in order to meet OSHA standards and guidelines.
- Operate a forklift and other company vehicles observing applicable laws and licensing requirements.
- May be needed to deliver or pick up parts from in-state customers

**Qualifications**

- A valid drivers' license is required.
- Prior experience in heavy equipment parts.
- Prior experience with heavy duty Allison automatic transmissions

**Preferred Skills**

- Must be a strong team player with a personal commitment toward the business and its customers.
- Job requires tedious detail oriented work with a keen eye for number perception.
- Must be able lift 50 lbs. repeatedly
- Must be able to handle stress caused in meeting deadlines and have the ability to shift priorities easily.

**\*In order to meet customer service requirements, associates may be temporarily assigned to other functions.\***

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>	Melanie Remillard	<b>Date/Time:</b>	04/25/2017