



## **Automotive Parts Counter Person Port McNeill, BC**

### **The Company:**

C.A.B Industrial Automotive Ltd. is a small automotive and marine retail parts business located in the town centre of Port McNeill. Along with providing local businesses with automotive and marine parts C.A.B has a marina division, North Island Marina, which sells marine and aviation fuels. The marina also caters to pleasure boats in the summer months providing multiple concierge services.

### **The Position:**

Reporting to the Store Manager, the Counter Person will be responsible for helping customers in the store as well as over the phone.

### **Key Responsibilities:**

- Deliver orders to customers.
- Answer phones.
- Stock shelves
- Help with Laundromat items
- Help with North Island Marina when required.
- Light clean up around the buildings.
- Perform daily fire extinguisher checks.
- Core returns.
- Follow up with suppliers with late product.
- Follow up with customers for ordered items.
- Perform light housekeeping duties for the store.
- Fill Propane tanks
- Perform other duties as required.

### **Requirements:**

- A Positive attitude and a willingness to learn.
- Demonstrated software proficiency with the Microsoft Office suite (Excel and Word), and ability to learn new systems as required.
- Knowledge of cars and trucks is not mandatory but would be preferred.
- Ability to display professionalism in dealing with clients, management, and coworkers.
- Superior interpersonal and communications skills and the ability to work effectively in a team environment.
- Valid BC Drivers Licence.