

Customer Service – Part Time Employment - Napa Auto Parts Port Hardy

Job Type: Part Time

You will be responsible for establishing and maintaining good relations with our customers by handling orders and requests for parts information by providing accurate, courteous, efficient, and professional service to telephone, electronic, and over the counter customers.

Duties & Responsibilities:

- Prepare customer orders and handle product returns
- Responsible for order fulfillment including the accurate and timely picking of merchandise for delivery
- Verifying parts orders to ensure they are correct before shipment
- Verifying and crediting customer returns in a timely manner
- Assisting with other store operational functions as outlined by Store Manager
- Adhering to all safety rules, including the handling of hazardous materials
- Ability to work in a fast-paced environment with tight deadlines
- Merchandising and maintaining the front store, keeping the store in a neat and orderly manner including stocking shelves.

Experience:

Customer service and warehouse experience an asset.

Requirements:

- Strong attention to detail
- Basic computer knowledge
- Automotive aftermarket and parts supply background and /or knowledge an asset
- Strong organizational and teamwork skills
- Ability to work in a fast-paced environment.

We thank all candidates in advance for applying; only those selected for an interview will be contacted.
Please drop off resumes in store or email to Heidi Zealand hzealand@napacanada.com