



COMPANY NAME: Iron Horse Motorcycles

JOB TITLE: Parts Associate - Part Time (afternoons) and Full Time position available

JOB DESCRIPTION:

Assists customers with looking up parts
Cashiers all customers
Processes online orders
Monitors and answers phones, checks and responds to voicemails
Monitors emails and responds as needed
Shipping and Receiving
Communicates with vendors
Assures the dealership is neat, straightens apparel, helmets, and accessories
Assists in ensuring that the parts inventory for all types of vehicles is maintained
Assures the accuracy of stock levels (inventory)
Processes customer and internal parts orders
Monitors quality and costs of all parts
Offers the highest level of customer service
Other duties may be required depending on the needs of the dealership

SALARY: Wages are dependent on experience, Benefits package for full time employees

APPLICATION QUALIFICATIONS:

Good customer service skills
Proficient with computers
An interest in motorcycles is a plus
Previous parts experience is a plus
Self-Motivated and Pro Active
Ability to lift, bend, and climb ladders as needed

HOW TO APPLY: Send resume to service@ironhorsmotorcycles.com or call 520-327-0773

DATE: 12/10/2020

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities