TITLE: Outside Parts Sales Representative

REPORTS TO: Parts Manager

POSITION INFORMATION:

The Outside Parts Sales Representative solicits parts business from assigned accounts through personal and phone contacts.

DUTIES AND RESPONSIBILITIES:

*(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)*

General:

E( ) M( ) Visit assigned customers.

E( ) M( ) Prospect for new customers.

E( ) M( ) Act as a public relations liaison for the dealership.

E( ) M( ) Follow up on parts orders to ensure that customers have been served properly.

Ordering Procedures:

E( ) M( ) Communicate parts orders to counter-people. Advise whether status is stock or emergency. If emergency, counterperson will check and advise on availability.

E( ) M( ) Advise counterperson on delivery instructions. All requests for delivery ''same day'' by the dealership truck should be in by 8 a.m.

E( ) M( ) Verify with customers if delivery date of non-stock items is acceptable with all customers before ordering.

Other:

E( ) M( ) Turn in call reports along with time sheets.

E( ) M( ) Each Monday, turn in expense reports, to include daily start and stop mileage.

E( ) M( ) Review any special orders with the Parts Manager and obtain his/her approval.

E( ) M( ) Obtain Parts Manager's approval for any special pricing.

E( ) M( ) Attend training seminars when possible.

E( ) M( ) Coordinate service sales with service salespeople.

E( ) M( ) Maintain an insurance policy that is acceptable to the dealership, listing the dealership as ''additional insured.''

E( ) M( ) Advise Parts Manager (and Credit Assistant, if applicable) of changes in customers' names, addresses, etc.

E( ) M( ) Add new customers to ''All-Rig'' and other mailing lists.

QUALIFICATIONS:

High school diploma or the equivalent. Ability to read and comprehend instructions and information. Valid driver's license and a good driving record. Professional personal appearance. Knowledge of automotive parts. Will be trained on dealership's parts inventory system. Must be able to judge when emergency purchases are and are not justified and to coordinate orders with parts counter-people. Must be able to represent the dealership in a professional manner.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORKING CONDITIONS:

Will spend six to eight hours a day driving and calling on customers and vendors, moving about their offices.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Name Employee's Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer