

# Career Opportunity



## Parts Person

Full time

Location: 9111 41 Avenue NW, Edmonton, Alberta

Commercial Truck Equipment is Canada's largest, most stable, and most diversified company serving the work truck industry, the utility industry, and the emergency equipment industry. Since 1947, we continue to provide unmatched job security and a comprehensive list of employee benefits. More than 30% of our team are long-tenured employees with over 15 years of service; evidence of strong employee/employer relationships, effective teamwork, and the benefit of an open-door policy. As Commercial continues to grow and diversify, we are looking for qualified and committed people to join our team. If you are interested in working in a safe, healthy, and collaborative environment with a great team of colleagues, please reply to the contacts in the listing below.

Employee benefits include competitive compensation, medical benefits, dental benefits, life insurance, long term disability, short term disability, company-sponsored matching RRSP plan, profit sharing, boot allowance, as well as the opportunity for exceptional career growth.

### Overview

Ensure prompt and courteous service for walk-in customers and telephone inquiries. You will be required to interpret parts manuals and source parts via phone and email. This is a fast paced, detail-oriented position that requires effective organization and time management skills

### Duties and Responsibilities include but are not limited to:

- Provide prompt and courteous service for walk-in customers and telephone sales and inquiries
- Return telephone calls as soon as possible and keep customers informed of progress
- Interpret parts manuals and technical updates.
- Contact suppliers, when required, to clarify pricing and delivery information to complete a sale.
- Provides accurate all-inclusive quotes to customers including delivery
- Ensure adherence to pre-established standards of performance.

### Qualifications

- Commitment to providing outstanding internal/external customer service.
- Knowledge of the industry would be an asset.
- Ability to work both individually as well as in a team environment.
- Able to manage multiple tasks in a rapidly changing environment.
- Must be computer literate.
- Valid Alberta Class 5 Driver's License or equivalent.
- Recent Driver's Abstract will be required upon condition of employment.
- Strong verbal and written communication.
- Strong attention to safety, detail, and accuracy.
- Ability to lift boxes weighing up to 50 pounds.

The ideal candidate should have a proven track record of employment, ideally in a similar industry, a full driving license, a desire to work to a high quality with an understanding of customer service and satisfaction, and be self-motivated. Training and product familiarization will be provided to the successful candidate. We thank all who apply, however, only those who are qualified for the position will be contacted.

**To apply for this position, email your resume to Braedon Humphrey with "Parts Person" as the subject line**  
*Braedon Humphrey, Parts Manager • bhumphrey@comtruck.ca • 780-468-5151*

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