



Partsperson Albany, NY

Job Summary:

Capable of receiving incoming parts shipments, checking the parts received against the packing slip and informing supervisor of any damage, discrepancies or shortages. Will stock parts into and retrieve from the inventory as directed. Able to handle customer inquiries in a diplomatic and businesslike manner, both directly and by telephone and for filling customer parts orders promptly. May be required to perform other duties within the parts department as assigned by supervision.

Job Requirements:

- Must have a high school diploma or equivalent education
- Microsoft computer experience necessary
- Energetic and customer led
- Good organizational skills

If interested and qualified, please send a resume to:

Jody Rounds – Parts Manager
101 Railroad Ave.
Albany, NY 12205