



# TEE JAYS MECHANICAL

---TRUCK & Trailer Repair Specialists---

**Job Description:**

Title: Journeyman Parts Technician  
Department: Parts Sales  
Employment Type: Full Time

**Created Date:** Nov. 2, 2020

Compensation: Benefit pkg after 3 months  
Location: Fairview  
Reporting to: Owner / Managers

**Position Summary:**

A Full Time Journeyman Parts Technician requires a working schedule of Monday to Friday 8:00 am to 5:00 pm. Statutory holidays off.

**Essential Duties & Responsibilities:**

Inside sales of parts by providing professional service in person or on the phone to customers. Take requests for orders or inquiries and outsource parts through our network of suppliers. Provide options and estimates to customers looking for specific items. Place order for customers and for inventory as required or needed. Assist in managing inventory. Receive parts and maintain proper records of sales and inventory. Offload shipments and organize inventory as received.

**Education Requirements:**

Journeyman Parts Technician Certification

**Experience Requirements:**

Years of Experience: 2 years min.  
Type of Experience: Heavy Duty Truck & Trailer Parts Sales

**Core Competencies:**

Must understand the Heavy Duty Truck & Trailer Parts market and industry.  
Must understand Markups and Margins of parts pricing to balance company profitability and industry competitiveness.  
Must have a strong understanding of Heavy Truck & Trailer components.

**Skills & Abilities:**

Strong communication and organizational skills  
Strong customer service skills and the ability to go over and above for customers  
The ability to stay focused in high pressure situations

Please deliver your resume to Tee Jays Mechanical 815029 RR32 in person at the office between 8:30-4:00 p.m. Phone: 780-835-4810