



March 2019

**Parts Clerk**

Department: Parts Department  
Location: Macedonia, OH  
Status: Part or Full time

Candidate qualifications and characteristics:

The ideal candidate will be able to follow specific instruction and retain information, have some basic mechanical skills, and have a proven attendance record in prior employment and/or education.

Employment Requirements:

High School degree or equivalent  
Reliable transportation  
Ability to perform physical aspects of the job (standing, lifting, etc.)

About the position:

Candidate will advance in responsibilities and compensation according to their ability to retain information, complete work on time and correctly, and exhibit additional potential.

Duties of the job include, but are not limited to:

- Unpack incoming parts orders
- Pull parts from inventory for customer parts orders
- Pack outgoing parts orders
- Deliver parts to shop equipment techs when directed
- Assist at parts counter when directed
- Assist with incoming parts calls when directed
- Assist in general organization of Parts Department
- Assist in loading dock area when directed

The Parts Clerk's daily responsibilities require an ability to follow direction carefully and complete tasks on time and correctly.

Job Benefits and Compensation, Full-time:

Employer sponsored insurance benefits  
401k retirement plan  
Seasonal Overtime  
No Weekends or Evenings  
\$11 - \$14 / hour  
Job performance and compensation reviewed after 90 days

**Contact us:**  
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