

## Outside Parts Sales Representative | Houston

### Description

Solicits parts business from assigned accounts through personal and phone contacts.

### Responsibilities

- Visits assigned customers.
- Prospects for new customers.
- Communicates parts orders to counter people. Advises whether status is stock or emergency.
- Checks with customers to ensure that delivery date of non-stock items are acceptable before ordering.
- Reviews any special orders with the parts manager and obtains his/her approval.
- Obtains parts manager's approval for any special pricing.
- Advises counter person on delivery instructions.
- Follows up on parts orders to ensure that customers have been served properly.
- Coordinates service sales with service salespeople.
- Turns in completed call reports, time sheets and expense reports.
- Updates customer records to reflect changes to customers' names, addresses, etc.
- Adds a new customer to appropriate mailing lists.
- Attends training seminars when possible.
- Acts as a public relations liaison for the dealership.
- Maintains professional appearance.
- Other duties as assigned.

### Qualifications

- High School Diploma and 3-5 year related work experience.
- Capable of preserving confidential or sensitive information.
- Effective time management, organization and multi-tasking skills.
- Proven customer service skills.
- Able to prospect accounts.
- Very strong communication skills in writing and verbal.
- Good team player and able to work well under pressure.
- Proficient in Microsoft Word, Excel, and Outlook.
- Pre-employment drug testing and background screen applies.

### Job Benefits

Performance Truck is looking for skilled individuals that are passionate regarding their personal career growth and dedicated to raising the customer satisfaction levels of our dealership. This unique environment fosters individual growth and rewards performance with benefit packages, which include medical, dental, life, 401(k), short-term disability, long-term disability, paid vacation, paid sick days, tuition reimbursement.

### Hiring organization

Performance Truck

### Employment Type

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### Job Location

6855 North Loop 610 East, 77028, Houston, Texas, USA

### Date posted

July 23, 2020