

## Parts Driver | Buda

### Description

Delivers and picks up parts and equipment for the dealership.

### Responsibilities

- Picks up and delivers parts and equipment to customers, satellite stores, wholesale accounts and vendors.
- Checks with the Parts Manager, Wholesale Representative, Inventory Control Administrator, Parts Counterperson, or Shipping and Receiving Clerk before leaving to coordinate any last minute pick-ups or deliveries.
- Checks with the service shop each day to determine immediate parts needs.
- Delivers parts to service shop when needed and distributes to appropriate technicians.
- Verifies parts to service shop each day to determine immediate parts needs.
- Delivers parts to service shop when needed and distributes to appropriate technicians.
- Verifies that invoice matches purchase order for each pick-up.
- Checks payments received with the invoices for each delivery.
- Keeps an accurate log of daily deliveries and pick-ups.
- Requests recipient's signature on each deliver entry.
- Unloads truck each night.
- Turns in all paperwork and undelivered parts.
- Handles basic maintenance of the truck including filling tank with gas, checking oil, keeping it clean and making sure required inspections are performed.
- Advises Parts Manager if delivery trucks need major repairs or maintenance.
- Maintains professional appearance.
- Other duties as assigned.

### Qualifications

- High school diploma or GED.
- 1-3 months related experience and/or training.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customer or employees.
- Ability to calculate figures and amounts such as discounts and percentages.
- Ability to apply common sense understanding how to carry out instructions furnished in written, oral, or diagram form.
- Ability to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Must have and maintain a valid current state driver's license and have a good driving record over the past 3 years. CDL license no required.
- Pre-employment drug testing and background screen applies.

### Job Benefits

Performance Truck is seeking skilled individuals that are passionate regarding their personal career growth and dedicated to raising the customer satisfaction levels of our dealerships. This unique environment fosters individual growth and rewards performance with a full benefits package which include, medical, dental, 401k, short-term disability, long-term disability, paid vacation, sick and holidays.

### Hiring organization

Performance Truck

### Employment Type

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### Job Location

100 Pit Stop Trace, 78610, Buda, Texas, USA

### Date posted

July 23, 2020