

# FINDING WORK



## WAINALTA MOTORS

### The Company

The Wainalta dealership in Wainwright started operations in 1962 and has been in its present location since 1981. Wainalta Motors carries the following major brands: Chrysler, Jeep, Dodge Trucks, Travelaire-Gulfstream trailers and 5<sup>th</sup> Wheels. Independently owned and operated, the company offers complete dealership service, including parts, sales, auto body shop, and detail shop. The company also operates a separate RV shop – all services are performed in house, including hail damage repair. For more information about the company, visit [www.wainalta.com](http://www.wainalta.com).



### The Work

The company is open Monday to Friday from 8:30 a.m. to 5:30 p.m. and Saturday from 9:00 a.m. until 3:00 p.m. The business is closed on Sundays and Statutory Holidays.

Wainalta Motors employs 25 full-time employees in the following categories, car sales, service, parts, and administration in a good working environment. The majority of Wainalta staff have been employed for over 10 years.

### The Ideal Candidate

The ideal candidate will have the following skills and attributes:

- Excellent communication skills
- A good work ethic
- Clean cut appearance
- Honest and reliable
- Mechanically inclined
- Automotive background an asset
- Extensive knowledge of product lines
- Willingness to learn

### Service Technicians and Service Manager

- Must have completed four-year automotive service technician apprenticeship program or be enrolled in an apprenticeship program from a recognized and accredited training institution
- Customer service
- Reviews work orders and provide estimates
- Inspects motors in operation
- Tests automotive systems and components using computerized diagnostic equipment
- Diagnoses faults, research and analyze problems
- Adjusts, repairs and replaces parts and components
- Performs scheduled maintenance services
- Managers are required to supervise apprentices



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of Alberta** ■

*Parts Technicians*

- Must have completed parts ticket or be enrolled as an apprentice journeyman (Parts) at an accredited training facility or institution
- Must have excellent customer service skills
- Provide courteous and timely service
- Receive and sort incoming parts and supplies
- Store items in an orderly and accessible manner in a warehouse, tool room, supply room or other area
- Process incoming requisitions and issue or distribute parts and supplies for internal usage
- Maintain records of orders and the amount, kind and location of parts and supplies on hand using manual or computerized inventory system
- Prepare requisition orders to replenish parts and supplies
- Sell spare and replacement parts for motor vehicles, machinery and equipment in a retail setting
- Advise retail customers or internal users on appropriateness of parts, supplies or materials requested.
- Should be physically fit and able to lift heavy parts
- Journeyman may be required to supervise apprentices

*Parts Manager*

- Journeyman status required
- Required to supervise apprentices

*Recreational Vehicle Technician*

- Journeyman Status is required

*Detailers*

- Responsible for clean up of vehicles, including washing and waxing, cleaning upholstery, windows, vinyl and leather surfaces
- May be required to operate specialized cleaning equipment
- Responsible for maintaining detail area and equipment

*Receptionist*

- Greet people coming into the dealership
- Direct customers to the appropriate contacts or services
- Provide information in person and by phone
- Performs clerical duties and maintains front desk security

*Controller*

- Must have professional accounting designation
- Plans, organizes, controls and evaluates the operation of the accounting department
- Develops and implements the financial policies, systems and procedures of the dealership
- Prepare or co-ordinate the preparation of financial statements, summaries, and other cost-benefit analyses and financial management reports
- Evaluates financial reporting systems, accounting procedures and investment activities and make recommendations for changes to procedures, operating systems, budgets and other financial control functions
- Supervises accounting staff

*Accounting Assistant*

- Performs all accounting functions under the supervision of Controller
- Several years of accounting experience in accounting and/or diploma required

*Administrative Staff*

- Performs all clerical duties
- Bookkeeping
- Accounts Receivable/Accounts Payable
- Telephone inquiries
- Payroll

*Service Advisors*

- Provides information to customers
- Explains the type and cost of services offered
- Books appointments
- Schedules service
- Explains the type and cost of services offered
- Provide information about claims or accounts
- Update accounts
- Initiates billing and processes claim payments; and receives payment for services

**Salaries and Benefits**

Wainalta Motors offers excellent pay plans, with a full benefit package and employee discounts. Vacations are awarded in accordance with the *Labour Standards Act*. Employee functions are totally funded and sponsored by the company.

**How to Apply**

Vacancies are typically advertised by word of mouth or in the local newspapers, or training institutions.

Interested applicants may apply with resume, references, and proof of credentials (where applicable) to:

Dale Bahrey  
Wainalta Motors Wainwright  
2202 – 15 Avenue  
Wainwright, AB

Tel: 780 842-4471

E-mail: [wainalta@telusplanet.net](mailto:wainalta@telusplanet.net)