

FINDING WORK



BUMPER TO BUMPER - WAINWRIGHT AUTO SUPPLY (1988) LTD.

The Company

Wainwright Auto Supply (1988) Ltd. is independently owned and has operated in its current location since 1997. The company is affiliated with Viking Bumper to Bumper. Wainwright Auto Supply offers its customers a full range of automotive replacement parts, equipment, tools and accessories.

The Work

The company currently employs 18 staff in positions such as administration, shipping and receiving, and parts technicians.

The business is open from 8 a.m. to 6 p.m. Monday to Friday, and from 8 a.m. to 5 p.m. on Saturday. The store is closed on Sundays, and Statutory Holidays.

The Ideal Candidate

The ideal candidate to work at Wainwright Auto Supply will have the following characteristics and education:

- An outgoing personality
- Good work ethic
- Good salesmanship
- Completion of Parts Technician program or enrollment in the Apprenticeship Program from a recognized and accredited institution, such as Lakeland College, NAIT or SAIT
- Clean and professional appearance
- Some automotive background an asset
- Class 5 Driver's Licence



Automotive Parts Technician

- Courteous and helpful customer service
- Advising customers on their requirements
- Complaint resolution; must be able to diffuse difficult situations and customers' frustration in a calm and helpful manner
- Troubleshooting automotive concerns
- Good salesmanship
- Displays and promotions
- Stocking shelves
- Journeyman Parts Ticket an asset
- Automotive knowledge helpful
- Computer skills an asset
- Inventory control
- Processing payments by cash, credit card or debit card; issuing receipts
- Filing daily transactions
- Cleaning and maintaining work area

Administration

- All accounting duties, including daily cash sheets
- Human Resource functions, including payroll and associated duties, e.g. determining vacation entitlements and deductions
- General office administration and associated duties
- Must be computer literate
- Familiarity with accounting programs such as Excel
- Experience with Jobber Management System (JMS) a definite asset

Shipping/Receiving

- Freight delivery
- Receiving and shipping; shipping and receiving background a definite asset
- Computer knowledge a must
- Must be physically fit and able to lift heavy items
- Forklift operation an asset

Counter Staff

- Small Engine service
- Customer service
- Process payments and operate cash register
- Computer literate
- Parts and/or small engine ticket a definite asset

Travelling Sales Person

- Must be able to travel (vehicle is provided)
- Must have valid Class 5 Licence
- Journeyman Parts Ticket is required
- Should be outgoing with strong customer service skills
- Must be self-motivated

Purchasing/Computer Analyst

- Data input and processing
- Business diploma from a recognized training institution is an asset
- Excellent knowledge of computer systems and program is required

Training

The company provides in-house training on computer systems, product and supplier knowledge.

Wages and Benefits

The company provides a full benefit package. Vacation time is in accordance with the *Labour Standards Act*. Employees work a 40 hour week on alternating shifts. Staff is required to work alternating shifts (8 a.m. to 5 p.m. or 9 a.m. to 6 p.m.) and alternate Saturdays.

There is a three month probationary period, after which employees receive annual evaluations. Increases in salary are based on performance.

The company hosts several annual events such as Christmas parties, golf tournaments and BBQs.

How to Apply

Recruitment is typically through newspapers, radio, Lakeland College, Vermilion and www.wantjobgotjob.com.

Qualified applicants should apply with resume, with at least two work references and proof of qualifications.

Apply by fax or e-mail to:

Leo Elrick, Manager
Bumper to Bumper
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Wainwright, AB T9W 1T9

Tel: 780-842-4307
Fax: 780-842-5944
E-mail: leo.elrick@bumper1.ca