

Job Description

Job Title: Sales/Parts Counter
Department: James Kota, Inc.
Reports To: Owners
FLSA Status: Hourly
Prepared By: Human Resource Department
Prepared Date: 05/20/2021
Approved By: Human Resource Department
Approved Date: 05/20/21

Summary

Responsible for sales of all products.

Essential Duties and Responsibilities

Responsible for performing daily, routine tasks in the store such as answering the phone, responding to customer requests, data entry, and other clerical duties.

May require basic knowledge of trailers and other automotive products.

Follow organizational procedures to complete tasks in a timely manner.

Answers telephone calls in a professional manner.

Sell trailers and accessories, upsell trailer add-ons.

Prepare proposals, quotes, and sales contracts.

Place orders with vendors or suppliers.

Responsible for picking up and delivering trailers.

Track and set up reorder levels for inventory, parts, and accessories.

Receive inventory in operating system.

Schedule appointments.

Educate customers about products and services giving accurate and current information about all products.

JAMES KOTA, INC.

Trailers and Truck Accessories

James Kota, Inc.
8141 36th St. SE
Jamestown, ND 58401
Phone: 701-952-1600

Keep new and used trailers clean and organized in the showroom.

Ensures retail area is maintained in a neat, clean, professional manner.

Work closely with customers to provide product recommendations, timely quotes and fulfill sales orders.

Follow up with customers to ensure complete customer satisfaction.

Call customers in advance to schedule the pickup or drop off of their product.

Maintain part number system, cost, retail and quantity.

Oversee daily Accounts Payables and Receivables.

Daily cash deposits at the bank and balancing the books at the end of the day.

Report as needed to owners and accountant.

Must be able to successfully navigate a truck with trailer attached, including backing up into specific locations.

Must be legally authorized to drive and able to properly operate a company pickup.

Required to maintain a clean driving record.

Daily maintenance inside and outside of the building.

Implements improvements.

Other duties may be assigned.

Supervisory Responsibilities

There are no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one-year related experience and/or training; or equivalent combination of education and experience.

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Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of QuickBooks Accounting software; ShopKeep Point of Sale systems; Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

Certificates, Licenses, Registrations

Current, clean, driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.