

Davis Tire, Inc.

FRONT END POSITION AVAILABLE

Primary duties include:

- Front line customer service; greet and assist customers (via phone and walk in) throughout the process of their vehicle's diagnosing, repair, follow up and check out
- Assist in diagnostics of customer vehicles
- Call vendors for price quotes, place parts orders, write customer estimates
- Schedule customer repair work and parts deliveries
- Repair preparation – ensure correct parts needed for each repair are in place
- Repair clean up – vehicle labeling after repairs are completed
- Administrate customer invoicing and payments

Required qualifications:

- Must have valid driver's license to travel for part/tires as well as transporting customers
- Must be able to lift 50 pounds

The successful candidate will have a dynamic personality, willingness to learn and ability to work with a diverse group of customers and vendors. The position is highly customer service oriented and also fills a large support role for the owner and auto technicians. The primary goal in filling this position it to streamline processes therefore increasing efficiency and productivity.

Salary position will be negotiated. Compensation will be highly influenced by performance. Hours are 8:00am-5:00pm M-F, paid holidays and vacation.

If interested please stop to fill out an application at our location:

1429 Jetvig Blvd

Hawley, MN 56549

Or email your resume to: davistireinc@hotmail.com