



New England Truck Center is seeking a highly motivated **Parts Counter Specialist**. This role requires efficient support of the parts department, parts staff, service department and service writers.

This position is full time, Monday - Friday approximately 45 hours per week.

Responsibilities:

- Receiving and processing warehouse inventory.
- Ordering parts.
- Purchase order processing.
- Assisting field service personal upon request.
- Process mail orders.
- Perform inventory controls and keeping quality standards high for audits.
- Maintain a clean and organized parts area.

Requirements:

- 1-2 years within diesel/automotive parts industry.
- Excellent communication and customer service skills.
- Time management and organizational skills with great attention to detail.
- Must be able to lift 50 lbs.
- Ability to pass a drug test.

Compensation: Hourly rate based on experience.

Benefits:

We offer exceptional compensations and benefits packages including 401(k), vacation, health, vision, dental insurances, holiday pay, and opportunity for advancement.