

# PARTS COUNTER ASSISTANT

## Position Summary:

- This position is responsible to provide prompt and courteous service to mechanics, farm production workers and other company personnel.
- Verify that all requests and orders are completed efficiently.
- Assist in reporting and reviewing historical purchasing cycles, monitoring stock levels.
- Research and investigate order/invoice discrepancies, providing solutions.
- Ensure that all process and procedures are completed with each invoice.

## Requirements:

\*Parts experience in agriculture, construction, or large trucks preferred.

\*Ability to learn inventory management process.

\*Attention to detail and ability to prioritize tasks.

*This is a full-time position that offers medical, dental, vision, life insurance, 401(k), and leave benefits, after the completion of the eligibility periods.*

Qualified applicants may apply:

**By mail:** Jessica Angle, Human Resources, Peri & Sons Farms. P.O. Box 35,

Yerington, NV 89447. **Online:** [www.periandsons.com/careers.php](http://www.periandsons.com/careers.php)

**Visit Office:** 102 N. McLeod Street, Yerington, NV 89447.

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