



Job Board Posting Form

Job Title	Customer Service / Parts Clerk		# of Openings	1
Company Name	A-1 Repairs, Inc.	Industry/Nature of Business	Lawn & Garden Equipment	
Worksite Address	45 Maple Street / Elgin, IL 60123		County	<input checked="" type="checkbox"/> Kane <input type="checkbox"/> Kendall <input type="checkbox"/> DeKalb
Job Type	<input checked="" type="checkbox"/> Full-Time, Regular <input type="checkbox"/> Other- <i>Please Specify:</i>		# of Hours Per Week	
Required Schedule/Shift	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Rotating <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Saturday		<input checked="" type="checkbox"/> Day/1 st Shift <input type="checkbox"/> Rotating <input type="checkbox"/> Evening/2 nd Shift <input type="checkbox"/> Split <input type="checkbox"/> Night/3 rd Shift	
Salary Rate/Range	\$12 - \$16 Per Hour Based on Experience	Benefits	<input type="checkbox"/> Medical <input type="checkbox"/> 401K <input checked="" type="checkbox"/> Vacation <input type="checkbox"/> No Benefits <input type="checkbox"/> Dental <input type="checkbox"/> Profit Sharing <input checked="" type="checkbox"/> Holiday Pay <input type="checkbox"/> Vision <input type="checkbox"/> Pension <input type="checkbox"/> Other:	
Job Description/Duties and Responsibilities	<p>We are looking for a responsible man or woman to answer phones, schedule pickups and deliveries, write up service tickets and help customers who walk through our door. Applicant must be able to lift and assist in loading and unloading lawn and garden equipment, such as walk-behind mowers, pressure washers, generators, and snow blowers. Applicant must have good computer skills in order to lookup parts, search customer history and sell parts and new equipment. The job requires great people skills with the ability to multitask. It is not uncommon to take a phone call and ring-out a customer at the same time. Positive, exciting and energetic personality will be required. Applicant must have reliable transportation to the from the job and speak English clearly and concisely. We are looking for someone that has bilingual skills. If applicant has bilingual skills, then experience in the industry is preferred. Applicant will be going outdoors to load and unload customers in all types of weather, including snow, ice, and rain for short periods. This job is a full-time position with the potential of overtime. Part time applicants are being accepted as well.</p>			
Required Education Level	<input type="checkbox"/> No educational requirement <input type="checkbox"/> Associate Degree <input type="checkbox"/> Vocational Certificate or Credential <input checked="" type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Occupational License, including Driver's License Requirement(s) <input type="checkbox"/> Some College <input type="checkbox"/> Master's Degree <i>(please explain):</i>			
Other Job Requirements/Qualifications				
Pre-Employment Requirements	<input type="checkbox"/> Background Check <input type="checkbox"/> Physical Exam <input type="checkbox"/> Other- <i>Please Specify:</i> <input type="checkbox"/> Drug Screening <input type="checkbox"/> Tools/Equipment/Uniforms			
How to Apply	Email resume to: a-1repairs@sbcglobal.net			
Desired Post Date <i>(Postings stay active for 30 days)</i>	5-22-2018	Additional Notes/Special Instructions:		