

**Job title:** Department Clerk  
**Department:** After-sales Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval date:**  
**Date reviewed:**  
**Employment status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

*Supports personnel in the after-sales department, by performing the requested tasks.*

**The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.**

- Performs the work described in the work orders, based on his/her skills.
- Inspects or checks vehicles visually.
- Does the greasing and oil changes and applies the antirust treatment.
- Installs and balances wheels on vehicles.
- Installs, repairs or removes radiators and hoses from engines.
- Installs, repairs or removes windshield wipers, headlights, filters and exhaust systems.
- Installs or removes the manufacturer's audio systems.
- Installs or boosts vehicle accumulators.
- Checks the oil in vehicles.
- Checks the tire pressure and adds air if necessary.
- Tops up all fluids, except for the air conditioning system.
- Road tests vehicles to check his/her work.
- Reports any safety issues to his/her immediate supervisor.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

### **SECONDARY TASKS**

- *Description of one or more secondary tasks to be added, according to your needs.*

## **JOB REQUIREMENTS**

**Language skills**  
**Knowledge and skills**  
**Responsibilities**

**Effort**  
**Work conditions**  
**Other requirements**

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Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

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***N.B.:*** In this publication, the use of the masculine to refer to people does not imply any discrimination.