



**Job title:** Parts Delivery/Errand Clerk  
**Department:** Parts Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval date:**  
**Date reviewed:**  
**Employment status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

<i>Delivers and picks up parts and equipment for the dealer and/or the general manager.</i>

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

- Picks up and delivers parts and equipment for customers, wholesale customers and suppliers.
- Before setting off, contacts the parts manager, field representatives and the parts clerks (counter) to coordinate last-minute pick-ups or deliveries.
- Every day, asks body shop personnel whether any parts are urgently needed.
- Delivers the parts to the body shop, as necessary, and distributes them to the bodywork technicians.
- Ensures that the invoice corresponds to the purchase order for each pick-up.
- Compares the payments received with the invoices for each delivery.
- Keeps an accurate and up-to-date log of the daily deliveries and pick-ups. Asks for the recipient's signature on each delivery slip.
- Empties the truck every evening. Returns all documents and undelivered parts.
- Looks after the basic maintenance of the truck, including filling the gasoline tank, checking the oil and the ensuring that the vehicle is clean; makes sure that the prescribed inspections of the truck are carried out.
- Ensures that the parts department looks professional.
- Assists the after-sales department, as necessary, including with related responsibilities, such as delivery management and customer vehicle pickups.
- Cooperates in stocking and recording orders, on receipt, in order to speed up delivery to the shop technicians and wholesale customers.
- 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.

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