

## POSITION DESCRIPTION

Leading Automotive Distributor/Dealer

### **RR2618 - Automotive Parts Controllers**

These positions will identify automotive parts, accessories and related automotive products as directed and this will include fulfilling customers requirements from stock and or back order parts, initiating and preparing invoices plus assisting and / or advising customers on the parts required to effect repair.

#### **Essential Competencies**

- Grade 10 Certificate or higher, with at least 2 -3 years in a similar role.
- Have excellent written and oral communication skills with good computer skills.
- Knowledge of Reynolds and Reynolds ERA systems will be a distinct advantage.
- Must have a sound knowledge of vehicle parts identification, and be able to work with a minimum of supervision.

**Applications close on 25 November 2009**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [admin@vanguardpng.com](mailto:admin@vanguardpng.com) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**