

Seasonal Tire Assistant

Title

Seasonal Tire Assistant

Reports To

Shop Foreman / Service Manager

Summary

Your Home Team at Clarington Toyota is looking for a Seasonal Tire Assistant. This team member will be responsible for ensuring the accurate and seamless processing of incoming and outgoing seasonal tires. The Seasonal Tire Assistant must load and unload tires regularly, with the capability of repetitive heavy lifting, and use any necessary equipment. Other responsibilities will include, but not limited to, general shop help. The Seasonal Tire Assistant must understand the impact of this position to other business functions that depend on the accuracy and efficiency of automotive shop operation. Inventory management is an essential function for this position. Other duties may be assigned as necessary.

Job Duties

- Prepare tire vehicle for departure.
- Match incoming and outgoing seasonal tires with appointment lists.
- Maintain a safe work environment.
- Process all required paperwork and maintain adequate records for reporting and tracking.
- Oversee the secure and accurate loading and unloading of seasonal tires.
- Manage inventory of seasonal tires.
- Sort and distribute incoming seasonal tires.
- Perform quality audits of the condition of seasonal tires for both incoming and outgoing tires.
- Report discrepancies to immediate supervisor.
- Follow current standards and procedures.
- Problem solve for any cases of missing documents, seasonal tires, etc.
- Maintain organized work area according to policies, procedures and safety regulations.
- Perform other duties as assigned.

Requirements

- Ability to perform repetitive heavy lifting.
- Able to communicate both verbally and in writing.
- Valid driver's license and good driving record.
- Working knowledge of safe lifting methods.
- Demonstrated ability to operate material handling equipment.
- Able to work efficiently as a part of a team as well as independently.
- Attention to detail in all areas of work.
- Good organizational, time management and prioritizing skills.
- Strong work ethic and positive team attitude.

Working Conditions

- Overtime as required.
- Lifting or moving up to 50 lbs. may be required.
- Work is performed in a combination of environments.
- This position may be exposed to elements such as noise, dust, odours, fumes and oils.