

If you enjoy engaging with others and have attention to detail we would like to talk to you!

Conversion Specialists provide support for our customers, ensuring an all-around incredible experience. If you are committed to teamwork, you'll fit right in - we pride ourselves on having a work culture where you will feel supported and at home.

Daily tasks will include but are not limited to:

- Email/Text all estimates created the previous business day
- Answer phones
- Assist with customer questions
- Recognize priorities and problem solving
- Transfer calls to a Tech or the parts department based on their needs
- Capable of suggesting products and services
- Work occasional Saturday shifts in rotation with other upper level sales staff

The skills that will give you a competitive advantage here are:

- Computer Mastery – Being able to learn new programs and commands quickly
- Professionalism – Keeping a calm and courteous disposition is necessary for creating both a pleasant work environment and an excellent experience for our customers
- Typing – In this fast-paced environment you will need both hands working together efficiently
- Adaptability – When we find a way to make your job easier, we want you on board to learn new processes
- Flexibility – When projects pop up, being able to prioritize is a must

Highway and Heavy Parts recognizes just how important our employees are to our success. As a company that has seen substantial growth in the last few years (and expects that to continue), we work to provide our employees with numerous opportunities for career and financial growth! To supplement this, Highway and Heavy Parts will contribute 3% to each employee's 401k plan.

When joining the Highway and Heavy Parts team we strongly support growth. We have outlined our career paths for clear growth potential when hired! The most common career path is moving into Inside Sales where you can make up to \$80,000. Management where you can learn how to run a department or branch. As well as growth in your current position! We understand finding a job you like and wanting to stay in that position, so we also offer

options for growth in each employee's current position. Such as additional responsibilities, Matrix options and/or training opportunities.

Highway and Heavy Parts is an equal opportunity employer. We will not discriminate on any conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, disability, veteran's status, sexual orientation, gender identity or gender expression.

Locations: Coleman & Saginaw MI

Job Type: Full-time

Pay: Up to \$18.00 per hour

COVID-19 considerations:

We aim to protect our workforce by enacting all appropriate prevention efforts. We are continually monitoring guidance from local, state, and federal health officials and implementing workplace policies where appropriate.