



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

## Partsperson (NOC 1522)

<b>Job ID</b>	<b>CA-C8-37-20-F8-7C</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=CA-C8-37-20-F8-7C">https://careers.indigenous.link/viewjob?jobname=CA-C8-37-20-F8-7C</a>	
<b>Company</b>	Mac's Auto Parts Ltd.	
<b>Location</b>	Princeton, British Columbia	
<b>Date Posted</b>	From: 2022-01-19	To: 2022-07-18
<b>Job</b>	Type: Full-time	Category: Retail
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.50 Per Hour, 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Business address: 193 Vermillion Ave Princeton, B.C. V0X 1W0

No. of Positions: 1

Terms of Employment: Full-time Permanent

Benefits: Disability insurance, Extended medical insurance and Dental insurance

Email Address: [jamie@macsautoparts.ca](mailto:jamie@macsautoparts.ca)

Mailing Address: 193 Vermillion Ave Princeton, B.C. V0X 1W0

#### KEY RESPONSIBILITIES:

- Opening the store and gathering batch information from day before purchases.
- Building hydraulic hoses for various customers (knowledge of fittings, hose and crimping processes).
- Building battery cables (knowledge of proper wire, clamps and fittings if necessary)
- Returning and invoicing core credits for automotive supplies (calipers, alternators etc).
- Completing battery core returns to our supplier, providing counts, packaging and reporting.
- Handling steel and chain products. Cutting to size for customers when needed.
- Filing and organizing purchase orders for the mining and forest industries.
- Use of numerous computer programs (counterpart, uni-select, grandwest, greggs distributing, greenline, newline, atlas, etc) to bill customers out and look up product information.
- Assists all customers (retail and shop) in selecting required parts in a friendly, professional and efficient manner.
- Informs customers of companion part requirements and specials and ensures that the customer is exposed to the full product line.
- Answers phone calls, providing price quotes and other information.
- Provides high level of service to internal and external customers.
- Pulls and fills orders from stock.
- Notifies manager of out-of-stock parts or shop materials that need immediate attention.
- Locates out-of-stock parts from outside source and submits an emergency order, if necessary.
- Notifies the service advisor and the customer when special ordered parts have been received.
- Notifies the small engine shop when all parts have arrived and when they will be delivered.
- Follows up on back-ordered parts.
- Verifies will-call and back-order files weekly and returns to vendors, or stocks those items not picked up or required.
- Replenishes assigned inventory daily.
- Assists outside sales representatives with their orders.
- Makes sure all internal requests for parts are billed.
- Receives payment from retail customers or obtains credit authorization.
- Ensures that all customers receive their copy of the invoice.
- Issues credit for parts returned, ensuring that the original invoice, or its number, is available so that purchase and pricing can be verified.

- Keeps orderly records of all repair orders, invoices and special-order parts.
- Sets up orders for daily shipment, delivery or pick-up.
- Solicits assigned accounts by phone.
- Keeps front and rear counter areas clean and uncluttered.
- Cleans computer terminals and printers daily.
- Participates in all training programs that are made available.
- Keeps current on new products and product updates.
- Participates with the manager in maintaining a lost sales tracking program.
- Maintains professional appearance.
- End of day duties (cashing out, locking up, ensuring lights are off and alarm system is armed).

**Experience**

- One to two years of experience in a related occupation, or as a warehouse worker is required

**Education Requirements**

- Completion of Secondary School

**How to Apply**

Please email your resume to [jamie@macsautoparts.ca](mailto:jamie@macsautoparts.ca) if you are interested in this position.

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

## Partsperson (NOC 1522)

<b>Job ID</b>	<b>C8F8EBFA9C10D</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=C8F8EBFA9C10D">http://NewCanadianWorker.ca/viewjob?jobname=C8F8EBFA9C10D</a>	
<b>Company</b>	Mac's Auto Parts Ltd.	
<b>Location</b>	Princeton, British Columbia	
<b>Date Posted</b>	From: 2022-01-19	To: 2022-07-18
<b>Job</b>	Type: Full-time	Category: Retail
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.50 Per Hour, 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Business address: 193 Vermillion Ave Princeton, B.C. V0X 1W0

No. of Positions: 1

Terms of Employment: Full-time Permanent

Benefits: Disability insurance, Extended medical insurance and Dental insurance

Email Address: [jamie@macsautoparts.ca](mailto:jamie@macsautoparts.ca)

Mailing Address: 193 Vermillion Ave Princeton, B.C. V0X 1W0

#### KEY RESPONSIBILITIES:

- Opening the store and gathering batch information from day before purchases.
- Building hydraulic hoses for various customers (knowledge of fittings, hose and crimping processes).
- Building battery cables (knowledge of proper wire, clamps and fittings if necessary)
- Returning and invoicing core credits for automotive supplies (calipers, alternators etc).
- Completing battery core returns to our supplier, providing counts, packaging and reporting.
- Handling steel and chain products. Cutting to size for customers when needed.
- Filing and organizing purchase orders for the mining and forest industries.
- Use of numerous computer programs (counterpart, uni-select, grandwest, greggs distributing, greenline, newline, atlas, etc) to bill customers out and look up product information.
- Assists all customers (retail and shop) in selecting required parts in a friendly, professional and efficient manner.
- Informs customers of companion part requirements and specials and ensures that the customer is exposed to the full product line.
- Answers phone calls, providing price quotes and other information.
- Provides high level of service to internal and external customers.
- Pulls and fills orders from stock.
- Notifies manager of out-of-stock parts or shop materials that need immediate attention.
- Locates out-of-stock parts from outside source and submits an emergency order, if necessary.
- Notifies the service advisor and the customer when special ordered parts have been received.
- Notifies the small engine shop when all parts have arrived and when they will be delivered.
- Follows up on back-ordered parts.
- Verifies will-call and back-order files weekly and returns to vendors, or stocks those items not picked up or required.
- Replenishes assigned inventory daily.
- Assists outside sales representatives with their orders.
- Makes sure all internal requests for parts are billed.
- Receives payment from retail customers or obtains credit authorization.
- Ensures that all customers receive their copy of the invoice.
- Issues credit for parts returned, ensuring that the original invoice, or its number, is available so that purchase and pricing can be verified.

- Keeps orderly records of all repair orders, invoices and special-order parts.
- Sets up orders for daily shipment, delivery or pick-up.
- Solicits assigned accounts by phone.
- Keeps front and rear counter areas clean and uncluttered.
- Cleans computer terminals and printers daily.
- Participates in all training programs that are made available.
- Keeps current on new products and product updates.
- Participates with the manager in maintaining a lost sales tracking program.
- Maintains professional appearance.
- End of day duties (cashing out, locking up, ensuring lights are off and alarm system is armed).

**Experience**

- One to two years of experience in a related occupation, or as a warehouse worker is required

**Education Requirements**

- Completion of Secondary School

**How to Apply**

Please email your resume to [jamie@macsautoparts.ca](mailto:jamie@macsautoparts.ca) if you are interested in this position.

# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/02

## Partsperson (NOC 1522)

<b>Job ID</b>	<b>534EBA195E4B9</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=534EBA195E4B9">http://NoExperienceNeeded.ca/viewjob?jobname=534EBA195E4B9</a>	
<b>Company</b>	Mac's Auto Parts Ltd.	
<b>Location</b>	Princeton, British Columbia	
<b>Date Posted</b>	From: 2022-01-19	To: 2022-07-18
<b>Job</b>	Type: Full-time	Category: Retail
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$23.50 Per Hour, 40 Hours Per Week	
<b>Languages</b>	English	

### Description

Business address: 193 Vermillion Ave Princeton, B.C. V0X 1W0

No. of Positions: 1

Terms of Employment: Full-time Permanent

Benefits: Disability insurance, Extended medical insurance and Dental insurance

Email Address: [jamie@macsautoparts.ca](mailto:jamie@macsautoparts.ca)

Mailing Address: 193 Vermillion Ave Princeton, B.C. V0X 1W0

#### KEY RESPONSIBILITIES:

- Opening the store and gathering batch information from day before purchases.
- Building hydraulic hoses for various customers (knowledge of fittings, hose and crimping processes).
- Building battery cables (knowledge of proper wire, clamps and fittings if necessary)
- Returning and invoicing core credits for automotive supplies (calipers, alternators etc).
- Completing battery core returns to our supplier, providing counts, packaging and reporting.
- Handling steel and chain products. Cutting to size for customers when needed.
- Filing and organizing purchase orders for the mining and forest industries.
- Use of numerous computer programs (counterpart, uni-select, grandwest, greggs distributing, greenline, newline, atlas, etc) to bill customers out and look up product information.
- Assists all customers (retail and shop) in selecting required parts in a friendly, professional and efficient manner.
- Informs customers of companion part requirements and specials and ensures that the customer is exposed to the full product line.
- Answers phone calls, providing price quotes and other information.
- Provides high level of service to internal and external customers.
- Pulls and fills orders from stock.
- Notifies manager of out-of-stock parts or shop materials that need immediate attention.
- Locates out-of-stock parts from outside source and submits an emergency order, if necessary.
- Notifies the service advisor and the customer when special ordered parts have been received.
- Notifies the small engine shop when all parts have arrived and when they will be delivered.
- Follows up on back-ordered parts.
- Verifies will-call and back-order files weekly and returns to vendors, or stocks those items not picked up or required.
- Replenishes assigned inventory daily.
- Assists outside sales representatives with their orders.
- Makes sure all internal requests for parts are billed.
- Receives payment from retail customers or obtains credit authorization.
- Ensures that all customers receive their copy of the invoice.
- Issues credit for parts returned, ensuring that the original invoice, or its number, is available so that purchase and pricing can be verified.

- Keeps orderly records of all repair orders, invoices and special-order parts.
- Sets up orders for daily shipment, delivery or pick-up.
- Solicits assigned accounts by phone.
- Keeps front and rear counter areas clean and uncluttered.
- Cleans computer terminals and printers daily.
- Participates in all training programs that are made available.
- Keeps current on new products and product updates.
- Participates with the manager in maintaining a lost sales tracking program.
- Maintains professional appearance.
- End of day duties (cashing out, locking up, ensuring lights are off and alarm system is armed).

**Experience**

- One to two years of experience in a related occupation, or as a warehouse worker is required

**Education Requirements**

- Completion of Secondary School

**How to Apply**

Please email your resume to [jamie@macsautoparts.ca](mailto:jamie@macsautoparts.ca) if you are interested in this position.