



## **AUTOMOTIVE PARTS ATTENDANT** Regular Full-Time

### **About Us**

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### **About You / What We Are Looking For**

We are looking for an enthusiastic and knowledgeable Automotive Parts Attendant to support our growing team of Mechanics. In this role, you will be the go-to expert for our mechanics seeking the right parts, tools or equipment. You are mechanically inclined and willing to jump in to assist with minor maintenance tasks. Reporting directly to Working Foreman - Garage, you will be an integral part of the team responsible for maintaining and repairing a varied and specialized City fleet.

Main duties and responsibilities include, but are not limited to:

- Receive and process requisitions from staff for a variety of automotive parts and equipment
- Create purchase requisitions and purchase orders and place orders as authorized
- Review, reconcile and code purchase orders to invoices and work orders
- Provide assistance at the service counter with carrying out basic vehicle maintenance tasks, as required
- Other duties as assigned by your Supervisor

### **Qualifications**

You have a sound related experience in the automotive parts field. Completion of courses in purchasing, inventory control, and automotive stores operation is an asset. Valid BC driver's licence is required.

### **What We Offer:**

This CUPE position has an hourly rate range of \$33.23 - \$39.12. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity



to participate in an earned day off program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### **Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check. Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on November 27, 2024.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*