

**AUTOPACT**



# **INFORMATION PACK**

## **PARTS INTERPRETER**



Position Title:  
Direct Supervisor:  
Location:

Parts Interpreter  
Parts Manager  
Cricks Maroochydore

# The Position

## Parts Interpreter

The role of the Part Interpreter is to:

- Receive and record customer orders for spare parts
- Processing and delivering orders efficiently
- Assist with stocktake

## Working Hours

This is a permanent full-time role, based on a minimum 38-hour week.

## Reporting

The role reports to the Parts Manager for the Dealership.

## Prerequisite

- Current Driver's Licence
- Relevant Parts Interpreter Qualification will be highly regarded

## SELECTION CRITERIA

The successful applicant will possess:

- Excellent verbal and written communication skills
- Computer software knowledge in relation to the parts department (ERA) will be highly regarded
- Ability to work well in a team and add to an excellent culture
- A commitment to providing exceptional service to our customers
- Professional presentation

## BENEFITS

When you join a Dealership that is part of the Autopact Group you will benefit from:

- Onboarding and training to prepare you for a long and fulfilling career
- Excellent earning potential with incentives and bonuses for your success within the role
- Join a team who pride themselves on having a supportive and friendly culture which allows all employees to thrive in their role

# Application Process

Application should include:

- A resume giving details of recent roles and qualifications
- A cover letter summarising your interest in this role and demonstrating your ability to meet the criteria above

## Selection Process

Shortlisted candidates will be contacted by the hiring manager to arrange a time to meet with the selection panel for an initial interview.

## Reference Checks

A minimum of two reference checks will be conducted – please ensure you have provided the hiring manager with two professional references.

## Pre-employment compliance check

International candidates will provide the panel with relevant VISA documentation supporting their right to live and work in Australia.

Preferred candidates may be required to undertake a pre-employment screening.

If you have any questions, please contact [recruitment@autopact.com.au](mailto:recruitment@autopact.com.au)