



# Now Hiring

Founded in 1982, Preferred Airparts has become a leading supplier of New Surplus and used aircraft parts for nearly anything that flies. Cessna parts are a mainstay here at Preferred but we also constantly buy new surplus inventories of Piper, Continental and Lycoming parts as well, along with many others. Douglas DC-3's and parts for them have also become items of interest to us. Preferred Airparts is a family business with a commitment to serving God through the resources He entrusted to us.

Preferred Airparts has an opening for a Customer Service Inside Sales Rep. The emphasis in this department is assisting our customers in purchasing airplane parts. The successful candidate will be familiar with parts manuals, an aviation background very helpful, a team player, customer focused, with a positive attitude and a willingness to learn. We offer a competitive benefit package to all full-time employees.

## **JOB DESCRIPTION**

**TITLE/DEPARTMENT:** Sales

**TYPE OF POSITION:** Full Time

### **RESPONSIBILITIES:**

Provide excellent customer service through detailed processing of customer request for parts either by phone or email. Assisting customers to determine part number needed by using manufacture and distributor manuals. Understanding the importance of responsiveness in a fast-paced environment responding to requests quickly and competently. Safely perform work assignments in a safe and efficient manner. Other duties and tasks as assigned by management

### **JOB REQUIREMENTS AND QUALIFICATIONS:**

- Customer service and attention to details a must
- Ability to help customers locate parts in parts manuals and price information on parts no longer manufactured.
- Experience in general aviation helpful.
- Working knowledge of general aviation parts and manuals helpful
- Excellent computer skills
- Strong attention to detail
- Excellent verbal and written communication skills
- Ability to work with others, multi-task, and prioritize
- Self-Motivated, and a Positive Attitude are essential
- Fluent in Spanish helpful

### **Physical Requirements of The Position**

- Bending, Stooping, Standing, Twisting, Climbing Stairs, repetitively throughout the shift.
- Sitting at a computer for extended periods of time.
- Able to lift 50 lbs.