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# PARTS WHOLESALE & LIFESTYLE BOUTIQUE ADVISOR

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**Location:** Glendale, CA  
**Job Title:** Parts Wholesale & Lifestyle Boutique Advisor  
**Reports To:** Parts Manager  
**Hourly Rate:** \$10.00-\$12.00 per hour/DOE

**ABOUT THE COMPANY:**

With almost 30 years of continuous growth, Pacific BMW provides quality New and Used BMW's from Glendale to the greater Los Angeles area. Our Sales, Service and Parts centers are dedicated to providing our clients an enjoyable experience to fulfill all their automotive needs.

**DEPARTMENT HOURS:**

- Monday to Saturday 7:00 a.m. to 7:00 p.m.
- Position is FT, 40 hrs/wk and must be available for the above times

**SOME OF THE JOB DUTIES INCLUDE:**

- Sell BMW accessories & lifestyle products in the Boutique area of the center
- Maximize exposure of accessories and lifestyle products in departments and at all center events
- Manage the merchandising of accessories and lifestyle products in showroom and boutique
- Implement the marketing and sales strategies for accessories and lifestyle products
- Use BMW NA materials and tools to develop point-of-sale marketing and sales materials
- Handle order shipments and packaging
- Inspect all received parts, guarantee they are accounted for and route packages to recipients
- Process all special order parts paper work accurately and stock in the proper location
- Handle customer complaints immediately and according to center's guidelines
- Report to the Wholesale & Lifestyle Supervisor daily as well as the Parts Manager
- Cross-train in all functions of the parts department as needed

**REQUIREMENTS:**

- SUPERIOR CUSTOMER SERVICE SKILLS
- MUST HAVE STRONG COMPUTER AND DATA ENTRY SKILLS
- MUST HAVE STRONG ORGANIZATIONAL SKILLS & ABILITY TO MULTI-TASK
- MUST HAVE A VALID DRIVER'S LICENSE WITH A GOOD DRIVING RECORD
- HIGH SCHOOL GRADUATE

**BENEFITS FOR ALL FULL-TIME REGULAR EMPLOYEES:**

- 5 Vacation Days (year 1) & 10 Vacation Days (year 2)
- 6 Personal Days Yearly
- 6 Sick Days Yearly
- Employee Discounts
- Medical, Dental, Vision, Life-Insurance & Cafeteria Plans
- Yearly Performance Review
- Profit Sharing Plan with Annual Contributions to your Retirement Account

**HOW TO APPLY:**

- Visit [www.pacificbmw.com](http://www.pacificbmw.com)
- Go to the Careers tab
- Click on Employment Application

Pacific BMW is an Equal Opportunity Employer with a Drug-Free work environment.

