

FINDING WORK



G T AUTOMOTIVE LTD.

The Company

G T Automotive Ltd. originated in 1983 and was incorporated in 1984. The Company originally worked out of a one bay shop in Vermilion in the old Gulf Gas station. Independently owned and operated, the company provides regular automotive services, specializing in diagnostic and high tech full service diagnostics. The company has been a NAPA Associate since October 2008 as part of its expansion. The NAPA Auto Parts Division provides a full line of automotive parts and accessories as well as industrial parts. GT focuses mainly on automotive parts. For more information on NAPA see www.napacanada.com.

The normal full complement of employees includes three full-time and one administrative position which is currently filled by the owner.

The Ideal Candidate

The ideal candidate will have the following attributes:

- Computer literate
- Customer service a priority
- Have at least 2 years previous experience in automotive parts
- Mechanical background or mechanical insight
- Ability to multi-task

Parts Counter Man

Parts Counter staff require the following:

- Good communication skills
- Journeyman or Apprenticeship Parts education desirable



- Mechanical knowledge
- Product knowledge
- Be resourceful
- Ability to research requested parts and accessories
- Ability to monitor and control daily inventory
- Possess good judgement
- Responsible for returns and warranties on defective parts

Parts Manager

- Five years of experience in automotive parts
- Journeyman designation desirable, or equivalent experience
- Technical and mechanical knowledge
- Good communication, and analytical skills
- Good judgement and resourcefulness
- Problem solver, with the ability to trouble shoot



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

- Ability to multi-task
- Responsible for merchandising, display and marketing
- Supervision of employees
- Supervision of invoicing and inventory
- Responsible for scrutinizing industry reports, updates and number changes

Office Manager

- Business background desirable
- Must have knowledge of accounting, AR/AP and appropriate software applications such as Simply Accounting
- Must have knowledge of inventory accounting, banking and depositing, payroll
- Ability to troubleshoot, e.g. computer problems
- Good communication skills
- Creative
- Ability to work with advertisers
- Excellent telephone etiquette
- Ability to multi-task and perform general administrative duties

Training

G T Automotive Ltd. provides in-house training and hands-on experience, including job-shadowing for new employees. NAPA resources are available to all employees.

Hours of Work and Salary

G T Automotive Ltd. is typically open from 8:00 a.m. to 5:30 p.m. Monday to Friday, and from 8:00 to 3:00 p.m. on Saturday. The store is closed on Sundays and Statutory Holidays.

Salaries are based on 160 hours per month, or 40 hours per week. Staff work rotational shifts and are provided with two days off per week. Salaries are commensurate with qualifications and experience, and generally exceed industry average.

How to Apply

Vacancies are typically advertised in the local papers, and province-wide classifieds.

Interested applicants are encouraged to apply in person, by fax, mail or e-mail to:

Gary Tomiak
G T Automotive Ltd.
4612 Railway Avenue
Vermilion, AB T9X 1E7

Tel: 780 853-9695
Fax: 780 853-6916
E-mail ktomiak@napacanada.com

Applications should include a résumé, proof of credentials where applicable and current references.