

# FINDING WORK



## MIDWEST AUTO SUPPLY LTD.

### The Company

Midwest Auto Supply Ltd. (USI Auto Parts Plus) has been serving Vermilion and area since 1976. The business is privately owned and operated and merchandises auto, industrial, truck, tractor and trailer parts. Midwest Auto Supply Ltd. has two affiliate stores in Wainwright and Provost which are also privately owned and operated.

Midwest Auto Supply Ltd. in Vermilion sells products and parts from a large group of manufacturers, including Makita, Jet, Dynaline, Grote, K & N, Raybestos, Moog, Munro (shocks) - Cooling Depot (blower motors and air conditioning) and Wix (filters) through USI Distributors in Edmonton.

### The Work

The work comprises the marketing and sale of auto parts in Midwest Auto's retail outlet.

The business currently employs three full time partsmen and a part-time secretary.

### The Ideal Candidate

The ideal candidate will have the following attributes:

- Good mechanical skills
- Knowledgeable about parts and their functions
- Excellent customer service skills
- Must be polite and courteous
- Must enjoy working with people
- Parts experience a definite asset
- Parts training an asset, but not a requirement



### Partsmen

This is a "hands-on" position and the responsibilities include:

- Serving customers in a courteous, helpful manner
- Selling parts and accessories
- Inventory control
- Accepting payment by Cash, Visa or Debit Card
- Must be knowledgeable about product lines
- Computer literacy an asset

### Secretary

Responsibilities include:

- Accounts Payable and Receivable
- Month-end reconciliations
- Cash deposits
- Mail and correspondence



Vermilion & District  
Chamber of Commerce

Government  
of Alberta



Town of Vermilion

- Payroll
- Must be computer literate
- Previous administrative experience an asset

**Hours of Work, Salary and Benefits**

Store hours are Monday to Friday from 8:00 a.m. to 6:00 p.m. and Saturday from 8:00 a.m. to 5:00 p.m. The store is closed on Sundays and Statutory Holidays. Parts positions work assigned shifts, and the secretarial position works part-time hours from 9:00 a.m. until Noon.

Salaries are paid commensurate with qualifications and experience. Vacations and vacation pay are paid in accordance with the *Labour Standards Act*. The company provides a full benefit package.

**How to Apply**

Vacancies are typically posted in the local newspapers and on the Chamber of Commerce website (see [www.jobsinvermilion.com](http://www.jobsinvermilion.com)).

Interested applicants should apply in person with a résumé and references to:

Craig Shimko  
Midwest Auto Supply Ltd.  
5006 – 51<sup>st</sup> Avenue  
Vermilion, AB T9X 1B3

Tel: 780 853-6322  
Fax: 780 853-4790