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Advance auto parts careers roanoke va

Advance Auto Parts is a leading automotive supplier that stores new and remanufactured automotive parts, maintenance items and accessories such as batteries and oil filters for all brands and models. They serve professionals and DIY customers alike. They operate more than 5,100 stores in North America, Puerto Rico and the Virgin Islands under four different brands (Advance Auto Parts, Carquest Auto Parts, WORLDPAAC and Autopart International). With a current workforce of 70,000, they offer job vacancies in stores, distribution centers and corporate store support. HR Support OperatorRoanoke, VAatAdvance Auto Parts Date Posted:12/7/2020 ApplyNot ready to Apply? Career Snapshot Full-Time Roanoke, VA Human Resources 12/7/2020 About us at Advance Auto Parts we have a passion for YES. Every day we are motivated by a passion to help our customers. We have an obligation to advance the lives of our teammates, customers and communities in which we live and work. When you join our team, you will become one of more than 70,000 knowledgeable and experienced team members who work every day to provide excellent customer service to our customers, communities and each other. With over 5,100 stores in the U.S., Canada, Puerto Rico and Virgin Islands, we are a leading automotive aftermarket parts supplier. With opportunities ranging from our front lines in our stores to our distribution centers to our corporate support center and our fast-growing professional business, we have a career for you. We are an equal opportunity employer and do not discriminate against any employee or applicant for employment on the basis of race, color, gender, age, national origin, religion, sexual orientation, gender identity, veteran status and disability, or any other federal, state or local protected class. Career DescriptionJob Description Summary: The HR Tier One Support Operator provides superior call center customer service and processing to promote and improve the effectiveness of the HR department at Advance Auto Parts. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other tasks can be assigned. Answer the basic questions of team members in a friendly and responsive manner about payroll, benefits, PERSONAL, applicant tracking, and performance management questions. This includes referring team members to Starting Line, PeopleCenter, and other systems as needed. Inform team members about pay policies, HR policies, general performance information, and SOPs to ensure consistency for both quality and compliance purposes. Transfer more complex or problems, if applicable, to the Hr Service Specialist or Supervisors. Meet the required service metrics for phone access, processing volume/turnaround time, and quality. Correspond with customers by e-mail or phone to avoid missing or Information. Distribute incoming e-mail to the appropriate recipients. Scan and create copies of correspondence or other printed materials for team member files. Give back to the receptionist during breaks, lunch and holidays. Work flexibly in a team environment where cross-functional types of requests and processing jobs are handled to respond to spikes in departmental workload volumes. QUALIFICATIONS In order to be able to carry out this task successfully, a person must be able to perform every essential task satisfactorily. The requirements listed below are representative of the required knowledge, skills and/or skills. Appropriate arrangements may be made to enable people with disabilities to perform the essential functions. Pc sknows Knowledge when using desktop applications (Microsoft Office - Word, Excel, Outlook). EDUCATION AND/OR EXPERIENCE High school diploma (Associate's degree preferred); or 2+ years of experience and/or training; or equivalent combination of education and experience. CERTIFICATES, LICENSES, REGISTRATIONS No PHYSICAL DEMANDS The physical requirements described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this task. Appropriate arrangements may be made to enable people with disabilities to perform the essential functions. In carrying out these tasks, the employee is often obliged to sit; Use hands for finger, handle or feeling; and talk or hear. The employee is occasionally asked to walk and grab with his hands and arms. The employee occasionally needs to lift and/or move up to 10 pounds. Specific visual abilities required for this job are close-up and color vision. WORKING ENVIRONMENT The work environment characteristics described here are representative of those that an employee encounters while fulfilling the essential functions of this task. Appropriate arrangements may be made to enable people with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Weekly Newsletter Get new vacancies, the latest tips on job search, trends, news and exclusive promotions! Get email notifications Sort by: Relevance - Date Page 1 of 68 jobs Displayed are job ads that match your query. Indeed, these employers can compensate by helping to keep jobseekers free. In fact, Job orders ads based on a combination of and relevance, such as your search terms and other activities on Indeed. For more information, see the Terms of Use that see new Advance Auto Parts orders in Roanoke, VA. You may change your consent settings at any time by opting out or as described in our Terms. Career Description Job DescriptionCommercial Parts ProThe Commercial Parts Professional is an advanced sales revenue able to provide competent support to professional customers. The position is responsible for profitable growth of the professional business by building lasting relationships with timely automotive solutions and parts. The role has expert knowledge of automotive systems and partial knowledge. The role has the ability to obtain from numerous places including special order, FDO, second source, etc. The role has the ability to guide drivers to ensure safe, timely and accurate delivery. Position is full-time (PT on an exceptional needs basis). MVR certification. Primary responsibilities• Create, build, and maintain professional customer relationships• Provide GAS3 sales experience to professional customers• Ability to Achieving profitable sales and margins• Achieving personal and store sales goals and service goals• Dispatch drivers to ensure delivery standards are met• Maintaining commercial inventory programs• Building and maintaining a network of second-source suppliers• Partners with GM to ensure proper driver coverage, end secondary responsibility• Maintain core bank and business returns• Maintain commercial credit accounts• Partners with CAM and CSM for customers , parts to be found and stored• Security knowledge and skills• Operating systems and storage equipment• Knowledge of parts and vehicle systems• Operational POS and Parts search systems• ASE P2 certified or ASE-capable equivalent • Advanced solution, Project and product quality recommendation capability• Ability to obtain from numerous locations, including special order, FDO, second source, etc.• Advanced sales skills for commercial customers• Ability to multitask and stay organized• Effective communication, hearing and problem solving skills Basic job skills necessary for success as commercial parts Pro• Work skills of automotive systems , and diagnostics include: ignition, internal motor, suspension, brakes, electronics, exhaust, etc.• Speak and write English (Spanish one plus)• The ability to communicate effectively and build strong relationships with customers, peers and management• Ability to read and interpret documents such as P&L, safety rules, operating and maintenance instructions, parts catalogs and process manuals; Ability to write simple correspondence• Understand and execute instructions in written, oral, or chart form• Successfully complete Parts Knowledge Assessment• Use basic mathematics accurately: add, subtract, multiply, and share in all units of measure, using integers, general fractions, and Familiarity with the Microsoft Office Suite (e.B. Word, Excel)• Strong organizational skills• Understanding commercial profitability concepts, including competitive knowledge, market market and customer prioritization (can work with the Commercial Account Manager to determine discounts for specific commercial customers)• Ability to work a number of days, Evenings and weekends as neededPrior experience that sets a commercial parts pro for success A minimum 3 years prior automotive parts experience prefersproven salesability with past experience in fulfilling customer transactions EducationHigh school graduation or general education degree (GED) certificates, licenses, registrationsASE certification preferred, but not required physical requirements The physical requirements and work environment described here are representative of those who need to be fulfilled by an employee to successfully perform essential functions. In carrying out these tasks, the employee will mostly walk or stand. The employee must be able to speak and hear, and use hands and fingers to handle or feel; with hands and arms; Climbing or balancing; and stoop, kneeling, squatting or crawling. The employee often has to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision required for this job includes close-up, long-sightedness, color vision, depth perception, and the ability to adjust focus. Work environmentThe characteristics of the working environment described here are representative of those encountered by an employee while performing the essential functions of this task with or without reasonable precautions. During the performance of this task, the employee usually works inside. However, they are occasionally exposed to outdoors and different weather conditions while performing tasks such as installing batteries and wiper blades. The employee is also occasionally exposed to movable mechanical parts; high, precarious places; toxic or corrosive chemicals; Risk of electric shock; explosives; and vibrations. The noise level in the work environment is usually moderate. AAPRTL Posting ID: 580048156Posted: 2020-12-17Page 21045 E 10Th St, Roanoke Rapids, NC 27870 1626 East 10Th Street, Roanoke Rapids, NC 27870 319 Premier Blvd, Roanoke Rapids, NC 27870 4.4 Miles • Full-Time, Part-Time 1626 East 10Th Street, Roanoke Rapids, NC 27870 1045 E 10Th St, Roanoke Rapids, NC 27870 7.3 Miles • Full Time, Part-Time, Teen 10654 Hwy 903, Halifax, NC 27839 10654 Hwy 903, Halifax, NC 27839 4.6 miles • Full-time, Teen 105 S Mcdaniel St, Enfield, NC 27823 , Roanoke Rapids, NC 27870 , Roanoke Rapids, NC 27870 , Roanoke Rapids, NC 27870 Page 3, Roanoke Rapids, NC 27870 , Roanok e Rapids, NC , Roanoke Rapids, NC 27870 251 Premier Blvd, Roanoke Rapids, NC 27870 4.5 Meilen • Vollzeit , Teilzeit 21,3 Meilen • Vollzeit, Teilzeit 60 Evans Rd, Rd, NC 27844 18.0 miles • Full-time, part-time 18.6 miles • Full-time, Part-time 18.6 miles • Full-time 18.6 miles • Full-time, Part-time