

FINDING WORK



NORRIS FORD SALES LTD.

The Company

Norris Ford Sales Ltd. is an independently owned Ford Automotive Dealership established in 1998. The company offers new Ford Cars, Trucks, SUVs and Crossovers online at www.norrisford.ca. Norris Ford is a continuing member of the Wainwright & District Chamber of Commerce.

The Work

Norris Ford Sales currently employs 28 full time employees in the following areas: sales, office staff, parts, detail and clean up, and technicians for its service and repair department and body shop. In addition to Journeyman applicants, the company hires apprentices (any level).

The Ideal Candidate

The ideal candidate will:

- be motivated
- have a strong work ethic
- be a team player
- have excellent communication skills
- automotive background an asset, especially Ford trained

Office

- Perform general office duties
- Accounts Receivable and Accounts Payable: prepare and issue bills, invoices, account statements using computerized and manual statements
- Respond to customer inquiries
- Perform related clerical duties such as data entry, switchboard, and filing
- High school diploma supplemented by college business or accounting is preferred



Automotive Service & Body Technicians

- Review work orders under supervision
- Inspect vehicle in operation, test automotive systems and components using computerized diagnostic devices to diagnose faults, research and analyze problems
- Adjust, repair or replace parts and components with a high degree of workmanship and accuracy
- Perform scheduled maintenance services
- Completion of secondary school and completion of four-year automotive service technician apprenticeship program. (Note: certification is compulsory in Alberta)

Parts

- Greet customers
- Provide courteous and effective service
- Order parts and keep inventories
- Organize and ship exchange parts and returns
- Lift up to 20 kg
- May be required to hold a recognized trade certificate



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Detailers

- Responsible for clean up of vehicles on lot and for delivery, including washing and waxing vehicles, cleaning upholstery, cleaning windows, vinyl and leather surfaces, and vents
- May be required to operate specialized cleaning equipment

Sales

- Greet customers and determine their automotive needs
- Advise customers on products and services
- Estimate or quote prices, credit terms, trade-in allowances, warranties and delivery dates
- Demonstration of product
- Maintain sales records
- Prepare sales
- Must be highly motivated
- Must pass Alberta Motor Vehicle Industry Council Licensing examination
- Must be bondable and provide criminal record check.

Training

The company trains its employees using online Ford Motor Company training modules.

The Hours, Pay and Benefits

Hours of Work:

Sales 9:00 a.m. – 5:30 p.m.
 Monday to Friday
 9:00 a.m. – 1:00 p.m.
 Saturday

Service/Parts 8:00 a.m. – 5:00 p.m.
 Monday to Friday
 9:00 a.m. – 1:00 p.m.
 Saturday

Admin 9:00 a.m. – 5:30 p.m.
 Monday to Friday only

Body Shop 8:30 a.m. – 5:30 p.m.
 Monday to Friday only

Vacation Pay and Holiday Pay are paid according to the industry standard of two weeks after one year of employment and three weeks after 5 years of employment.

Individuals employed as a permanent employee for 90 days are eligible for the following benefits:

- Disability Insurance, short and long-term
- Extended Health Care Benefits
- Employee Discounts
- RRSP Contributions
- Pension
- Wellness Program

The company prides itself on being a family oriented workplace and organizes quarterly staff events.

How to Apply

The company typically advertises vacancies on the company web page www.norrisford.ca, in the local newspapers, and on the Job Bank and www.wantjobgotjob.com.

Applicants should apply with a resume, copy of certification or applicable training, and should have references available.

Apply to:

Cheryl Stafford, CGA
 Controller
 121 – 15 Avenue
 Wainwright, AB T9W 1L5

Tel: 780 842-4400
 Fax: 780 842-4734
 Email: admin@norrisford.ca

