**Shop Assistant (Sturtevant, Full-Time Nonexempt)**

**Job Summary:**

We recognize that each employee plays a crucial role in the success of Harris Golf Cars. As a shop assistant, your primary responsibility is to move, prepare and clean each golf car before they enter the service department or are delivered to customers. Additionally, you will actively contribute to various daily operational tasks within the shop.

**Responsibilities:**

* Wash and line up golf cars for the service department
* Detail golf cars to prepare them for customer delivery
* Load and unload golf cars for customer pickups
* Drive golf cars both inside and outside, preparing them for service or shipping
* Clean filters, change tires and prep equipment for technicians
* Drive company provided truck and trailer as needed for deliveries
* Engage with and assist customers (internal and external) in a professional, friendly and timely manner
* Maintain cleanliness and safety of all work space and equipment
* Additional duties as assigned

**Requirements:**

* High school diploma or general education degree (GED) required
* Driver’s license with suitable driving history
* Excellent organizational, time management and multi-tasking skills required
* Adherence to all policies and procedures of Harris Golf Cars and state/local laws

**Physical Demands:**

The role requires frequent loading and unloading of trailers in various weather conditions. Additionally, the employee must be able to sit, crouch, stoop, kneel, climb, crawl, walk, stand, talk, hear, use hands and fingers to handle or feel objects or tools, and lift and/or move up to 85lbs.

**Other Details:**

Pay Rate: $17-$20/hr.

Hours: 7am to 5pm, Monday through Friday

Benefits: Comprehensive benefits offered

***Harris Golf Cars is an equal opportunity employer functioning under an affirmative action plan****.*