

## **Parts Student Intern**

The Reynolds Farm Equipment Parts Internship gives you the ability to learn and grow in several areas of our Parts Department. Training will be provided in areas such as Parts Warehouse, Operations and Parts Counter. This internship provides an excellent base for a career in Parts Operations or Supply Chain. The Parts Intern assists and supports all personnel to be as efficient as possible by providing clear communication and following through with tasks. The Parts Intern must practice confidentiality both in and out of dealership and maintain a positive attitude while working to improve teamwork between all dealership personnel. Most importantly, perform all duties with honesty, integrity, and adherence to Corporate Values.

### **Reynolds' Values:**

- **Embrace progress towards a great Reynolds Experience:** Challenge yourself every day to create a great Reynolds Experience for customers, our fellow team members, and our community. Grow relationships and trust that are unrivaled in the industry.
- **Choose to have a positive approach to making ourselves better every day:** Get excited and have a desire to expand your knowledge and provide greater value to customers, our company, and our teammates.
- **Make Decisions Like an owner:** Do what's right to build an award-winning, profitable company. You are never wrong to do the right thing!

### **Responsibilities:**

- Assists the Parts Manager and counter personnel in the efficient operation of the department
- Assists parts counter personal as needed, including delivery of parts
- May participate in Parts EDUCATE Training programs required for the development of skills and knowledge
- Operates and maintains vehicles, tools and equipment required to perform job responsibilities
- Maintains a clean work area and performs work in a neat and orderly fashion
- Follows all safety rules and regulations in performing tasks in alignment with Reynolds, Federal/State DOL, and OSHA safety protocols and procedures
- Assists with stocking and maintaining professional and clean showroom image and merchandise displays
- Cleans, organizes, and maintains the condition of the warehouse and assists in keeping it clear of clutter and safe
- Routinely lift items weighing up to 50lbs
- Promote and maintain positive attitude by positively affecting vendors and employees

### **Experience, Education, Skills, and Knowledge:**

- Proficient ability in data entry/keyboarding skills
- Experience connecting with customers, maintaining professional image, and establishing rapport
- Interest in understanding the basics of the selling process
- Proficient ability to use standard desktop load applications such as Microsoft Office, email, internet functions,
- Ability to learn how to use company provided computer software-based systems and/or applications
- Learn and adhere to best practices of workstation and warehouse procedures
- Unwavering commitment to confidentiality
- Great communication skills; written and verbally
- Demonstrated ability to manage multiple projects simultaneously with a degree of independence
- Thrive in a fast-paced environment while working as a team and independently
- Detail oriented; pay attention to detail and ensure accuracy
- Must maintain good standing in grades/GPA
- Valid Driver's License and reliable transportation is required with verifiable safe driving history



## About Reynolds Farm Equipment

Reynolds Farm Equipment is a regional John Deere dealer with retail locations throughout central Indiana. Founded by farming husband and wife A.W. "Mac" and Arline Reynolds in 1955, the family owned and operated company has emerged as a leading, award-winning dealership serving agricultural, residential, commercial, and construction customers in Indiana. Learn more online at [www.ReynoldsFarmEquipment.com](http://www.ReynoldsFarmEquipment.com) or visit our careers page to apply for this internship.

## About the Reynolds team

With an energetic company culture and a host of benefits, Reynolds Farm Equipment has emerged as an employer of choice for top talent. Here are just a few of the benefits that make us unique among other companies:

- Performance/Goal-based pay structure
- 401K/Roth IRA/Profit Sharing (Must be 21 years of age to participate)
- 90-day reviews to fuel performance and continuous learning
- Work gear discounts
- Fun, team-based environment
- Voted by employees as Indianapolis Top Workplaces six years running
- North American Farm Equipment Dealer of the Year by Farm Equipment Magazine (2020)

