***Voted one of the Best Places to Work in Dubuque in 2023 and 2024!***

**Shop Assistant (Dubuque)**

Harris Golf Cars is looking for a detail oriented, self-motivated Shop Assistant to join our team!

**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
* Adherence to all policies and procedures of Harris Golf Cars and state/local laws

**Physical Demands:** While performing the job duties, the employee will be frequently required to use their hands, reach, stoop, kneel, crouch, stand, walk, sit, talk and hear. The employee must be able to lift and/or move up to 85lbs.

**Job type:** Full-time, nonexempt

**Reports to:** Service Manager

**Pay:** $17.00 - $20.00 an hour

**Expected hours:** 7am – 5pm, Monday through Friday

**Benefits:** Health insurance with an HSA match, 401k, short/long term disability, $15,000 company paid life insurance policy, and paid time off

*Harris Golf Cars is an equal opportunity employer. All employment offers are contingent upon the completion of a satisfactory background check, drug test and motor vehicle record driving check.*