

Job Posting: Shop Assistant

Location: Rocki Top Auto – Glen Flora, WI

Employment Type: Full-Time

Schedule: 8:00 a.m.-5:00 p.m. • Monday-Friday

Wage: \$15.00/hour

About Us

We are a family-owned auto salvage yard in Glen Flora, WI looking for a dependable, hardworking Shop Assistant to join our team. If you enjoy hands-on work, staying active, and learning automotive skills, this is a great opportunity.

Position Overview

The Shop/Dismantle Assistant supports the dismantle technicians and shop staff by preparing vehicles, processing parts, and helping the shop run smoothly. This position involves a mix of mechanical and general labor tasks.

Key Responsibilities

- Assist dismantlers with dismantling vehicles
- Remove tires from wheels and process wheel/tire assemblies
- Degrease parts in the wash bay using proper procedures
- Prepare, tag, and organize parts for inventory
- Operate basic hand tools, power tools, and shop equipment safely
- Prepare vehicles for processing, including draining fluids and removing batteries/wheels
- Maintain a clean, orderly shop, wash bay, and yard work areas
- Help load/unload parts or vehicles when needed
- Follow all safety protocols and company guidelines
- Perform general labor tasks to support daily operations

Qualifications

- Mechanical aptitude or interest in automotive work preferred – but no experience necessary
- Experience with hand tools, power tools, or shop equipment is a plus

- Ability to lift 50+ lbs and work on your feet for extended periods
- Comfortable working both indoors and outdoors in various weather conditions – shop is heated, but no AC.
- Reliable, punctual, and self-motivated

What We Offer

- Weekly Paycheck
- Employee Discounts on Parts
- Employer Sponsored Dental and Vision Insurance
- 401k/401k Match
- PTO
- Paid Holidays
- Flexible Work Schedule
- Employee Development Activities
- Opportunities for training and career growth

How to Apply

Send your resume to annie@rockitopauto.com