

Parts Coordinator

Plote Construction Inc. Hoffman Estates, Illinois, United States

The Plote Family of Companies is a fine example of the American dream realized through over 60 years of hard work, sacrifice and a deep understanding of the value of focused individual effort, performed in concert, to achieve the goal of entrepreneurial success. At Plote we bring expertise, quality, depth of resources, and cutting-edge equipment and technology together to deliver exceptional services in excavation, aggregates, asphalt paving, concrete paving, civil heavy engineering, sustainable materials, commercial development, environmental services, and snow removal.

Primary Function: The parts Coordinator is responsible for the oversight of parts ordering, receiving, cataloging, inventory and reconciliation of all parts. The parts Coordinator is also responsible for providing administrative support to our Shop Managers to help the shops run efficiently with attention to cost and inventory.

Job Duties and Responsibilities:

- Execute parts inventory management processes to include conducting physical inventory, parts ordering, receiving, coordinating parts pickup and delivery as well as stocking inventory
- Processing of invoices
- Maintaining records and statistics such as min-max levels for inventory control
- Ordering supplies and maintaining inventory counts
- Responsible for managing parts obsolescence
- Responsible for shipping warranty and parts return to vendors
- Responsible for parts room organization and cleanliness
- Conscience of profit and loss responsibility for the facility, quality control, maintenance process development and conformance, and all administrative functions.

Required Education & Experience:

- Previous experience in Shop and/or working with parts
- Basic mechanical knowledge and skills
- Great organizational and proactive skills
- Ability to work independently and as part of a team
- Basic math skills (including Algebra)
- Ability to communicate effectively and efficiently
- Intermediate Microsoft Office skills including Outlook, Excel and Word

Preferred Skills & Knowledge:

- Extensive automotive and heavy machinery experience

Why Plote

At Plote we care about the health and well-being of our employees. Our commitment extends beyond the workplace, offering comprehensive healthcare plans, generous paid time off, retirement savings to support our team members in every aspect of their lives.

Plote has a fast-paced and dynamic environment where team members are committed to excellence and proud to be part of a growing and successful construction company.

BEFORE ALL ELSE, SAFETY FIRST.

Plote Construction, Northern Illinois' premier Excavating, Asphalt Paving and Concrete Contractor, is committed to conducting construction operations in the safest manner possible. With an industry leading safety record, and a robust safety program. At Plote you'll find a deep commitment and dedication to safety and team members' wellbeing.

Plote is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Plote will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a drug screen (as applicable).