

Parts Coordinator

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.

Essential Responsibilities

- Execute parts inventory management processes to include conducting physical inventory, parts ordering, receiving, coordinating parts pick up 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 Skill/Knowledge:

- High school diploma or equivalent
- Previous experience in Shop and/or working with parts
- 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

If you feel that your skill set closely matches the description of the position, then please apply through the application link and include your resume and contact information.