



PARTS COORDINATOR

Posted: 9/22/22

Application Deadline: 10/06/22

We are currently seeking a full time Parts Coordinator. If interested, please provide a cover letter and resume to Anne Austin in Human Resources by the application deadline listed above.

Position Summary:

The Parts Coordinator is responsible for parts ordering, receiving, cataloging, inventory and reconciliation at a single location. This role is tasked with efficiently supporting fleet services and BSOOB Transit operations. This position is responsible for the purchase of supplies and equipment through formal and informal solicitation methods in accordance with public purchasing policy and procedures. Purchases are high-volume, with low to high-dollar amounts.

Wages: Top rate for this position is \$26.00/ hour.

Work Shifts:

This hourly paid position is required to maintain a straight work shift with an 8-hour day, starting at 6:00am and regularly finishing at 2:00pm (alterations can be discussed with the Director). This role may also be required to work overtime.

Duties and Responsibilities:

- Maintains an optimal inventory of spare parts and components (in stock or at-the-ready) through systematic inventory management.
- Orders and receives parts from vendors and enters transactions into the inventory and work management system.
- Contributes to cost containment through effective inventory planning and warranty processing.
- Reviews maintenance reports to identify and schedule preventative maintenance, repair campaigns and vehicles requiring follow-up.
- Ensures inventory control, vehicle documentation compliance, and procurement processes are completed accurately, timely, and within company standards.
- Picks up parts from vendors when they cannot be delivered in a timely manner.
- Works closely with the shop foreman and management staff.
- Executes parts inventory processes including conducting physical inventory, parts ordering, receiving, stocking, managing purchase orders and parts invoice and coordinating parts pick-up and delivery.
- Manages parts obsolescence.
- Organizes and ensures cleanliness in the parts room.
- Supports the accounts payable and purchase order processes with accurate and timely information.
- Creates repair order tasks and updates work planning sheets.

- Assists with facility oversight and upkeep.

Position Qualifications:

- 3+ years' experience working in a parts/inventory/warehouse role.
- High school diploma or the equivalent.
- Ability to use a computer, including experience with inventory and work management software.
- Ability to speak clearly and to maintain accurate records.
- Sound problem-solving and decision-making skills.
- Ability to multi-task.
- Must possess a valid driver's license and a safe driving record.
- Strong interpersonal and organizational skills.

Knowledge, Skills, and Abilities:

- Knowledge of purchasing methods and procedures.
- Knowledge of inventory control practices.
- Self-Starter: someone who can confidently work without significant support (including researching answers for themselves from provided resources) and is confident to learn and try new things.
- Communicate in a clear and concise fashion that is easily understood by all.
- Capable of multi-tasking, highly organized, with excellent time management skills.
- Detail oriented with excellent follow-up practices.

Physical Requirements:

- Ability to sit and/or stand for up to eight hours per day.
- Must have clarity of vision of twenty inches or less for computer use.
- Frequent standing, walking, crouching, kneeling, pulling and pushing.
- Frequent lifting and carrying objects.
- Requires capacity to lift up to 75 pounds with assistance.

Disclaimer Statement:

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.