

Job ID: ST646MD (AD)
Job Posted: August 24, 2020
Job Closes: October 1, 2020

PARTS MANAGER

Wiltsie Truck Bodies Limited – Aylmer, ON



Wiltsie Truck Bodies Ltd. is Southwestern Ontario's leading Dump Body installer while also providing a variety of custom bodies (flat decks, grain, cylinder, van, and service). We pride ourselves in providing quality products, and services to the trucking industry. For more information on our company, please visit www.wiltsie.ca

Job Type: Full time (8 - 9 hours daily) 7:30 - 5:00

Salary: We offer a competitive wage, bonuses, group benefits and opportunities for overtime.

Responsibilities:

- Handle client's calls and walk-in inquiries with professionalism
- Negotiate pricing with vendors to obtain parts.
- Ordering, receiving, unloading, stocking and organizing parts
- Track orders to obtain accurate delivery time and follow up on back-ordered parts
- Respond to inquiries of staff to provide information and/or direction regarding the status of deliveries, etc.
- Accurately document inventory through computer system (shipping, receiving, inventory, and stock information)
- Coordinate with the Sales Manager, Sales Representative, Operations Manager to ensure the availability of parts.
- Comply with all regulations regarding the handling of hazardous materials. Obtain Material Safety Data Sheets as required from vendors.
- Use a variety of materials and inventory operations equipment such as forklift, hand truck, etc (training provided)
- Perform any other duties as required.

Qualifications:

- Strong computer skills including Microsoft Office and Inventory Management systems
- Detail-oriented individual with a strong work ethic and positive team attitude
- Previous experience in the parts industry preferred
- Excellent communication, interpersonal and time management skills both over the phone and in person
- Must maintain a clean and safe work environment
- Must have your own safety boots
- Organized
- Weight Handling - Up to 50 lbs
- Ability to follow directions and perform assigned tasks safely and efficiently
- Ability to communicate both verbal and written in the English language

To Apply:

Email resume to: bradwiltsie@wiltsie.ca