



Position Description

Position Title: Partsperson

Work Location: Slave Lake

Department: Transportation

Title of manager this position reports to: Northern Transportation Supervisor

Positions reporting to this role: N/A

Work Rotation (if applicable): Five days a week.

Work Days / Hours: Monday to Friday, 7:30 a.m. – 4:30 p.m. with a 1 hour unpaid lunch.

Purpose of Role:

Responsible for the ordering, delivery, disbursement and record keeping of parts and materials.

CORE RESPONSIBILITIES

- Pull parts from inventory and supply to mechanics and plant maintenance;
- Ownership of the parts room, and parts;
- Issue parts on work orders in ERP;
- Perform cycle counts and inventory counts;
- Keep warehouse in a neat and tidy order;
- When need source parts from suppliers and work with procurement on purchasing;
- Manage bin locations, part numbers, min/max and dead inventory;
- Ship and receive materials as needed.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Five years + of experience in working with parts, specifically truck parts;
- Parts Technician certification would be considered an asset;
- Experience working with bin locations, part numbers, safety stock and min/max;
- Experience with cycle counts and inventory counts;
- Experience with data entry on work orders;
- Experience using ERP systems to look up part numbers, make adjustments and enter data;
- Experience working with truck parts and consumables used in an industrial plant setting;
- Attention to detail with strong planning, organizational and communication skills;
- Experience working with consignment inventory.

PHYSICAL REQUIREMENTS / WORK CONDITIONS

Physical Requirements: Physical demands are moderate, consisting primarily of sitting, standing, walking.

Working Conditions: Warehouse setting. Comfortable with wearing PPE. Comfortable in a fast paced setting

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.