



Parts Coordinator – Calgary

Openings: 1

Branch: Calgary

Date Posted: September 8, 2011

Job Type: Permanent, Full time

Education Level: Journeyman Certificate

Purpose:

The Parts Coordinator will be responsible for but is not limited to assisting with the day to day parts for the Calgary Branch.

Responsibilities:

- Provide support and business input to the Branch Manager.
- Comply with Health and Safety regulations.
- Provide daily business support to local customer base.
- Able to source parts for internal and external customers.
- Assist with invoicing when jobs are completed.
- Operate forklift, pallet jacks and overhead crane
- Consideration given to individuals with knowledge of Natural Gas Engines and Compressor
- Will train the right candidate
- Be available and participate in the on call rotation
- Comply with all company policies
- Carry out strong inventory controls and follow procedures
- Clean class 5 driver license.

Qualifications:

- Journeyman Parts Certificate preferred.
- Strong customer service and communication skills.
- Work as a team player with all staff and all other branch locations.
- Well organized and efficient.
- Detail Oriented for accurate paperwork.
- Ability to work effectively without supervision.
- Strong computer skills.
- Flexible to accommodate customers' changing demands.
- Strong leadership ability to maintain day to day activities.
- Consideration given to individuals with knowledge of Natural Gas Engines and Compressor
- Will train the right candidate

Wage Range: Commensurate with experience and education.

Applications are being accepted until September 30, 2011.

Interested applicants are encouraged to discuss this with their reporting manager.

Submit resumes to: rstevenson@bidell.com