

Job ID:	339DJ
Job Title:	Parts Specialist
Degree Requirements:	High School Diploma
Years of Experience:	3
Travel Required:	Minimal

Help the reader of your résumé by telling us what your employers do / did to make money.

Do not assume that the reader knows what your employers do / did.

One or Two sentences will suffice.

A local company is active searching for a Parts Specialist to manage the parts process from stock planning, order receipt, processing, invoicing and finally payment. This role must have foresight and anticipation, in conjunction with exemplary customer service and urgency to equip customer and service companies with parts.

MUST HAVE REQUIREMENTS for this position are:

- Manage stock of parts, determining lead times, part changes, and maintaining stock needed.
- Complete commission reporting for Sales reps every 2 months and coordinate with factory
- Process payment for warranty and company accounts to “Checksoft” and factory
- Maintain stock of all supplies in the building, and ensure best rates
- Answer the phones and direct as needed
- Fill in as needed as back up for parts or sales teams
- Perform accounts receivable duties for company’s customers and factory
- Distribute new products updates, maintain files for all products, parts and service bulletins
- Extend the highest level of customer service to our customers, reps and internal team
- Create, and or edit presentations for meetings as needed.
- Support with scheduling travel as requested, establishing company discounts where possible.
- Proficient in all Microsoft platforms included but not limited to Office, Word, and Excel.
- Maintain files of information and correspondence for possible future use or referral

PLUSSES in this position are:

Previous office experience tracking parts and billing
Good operational experience with the Microsoft Office products
Excellent customer service skills

If you meet these requirements and wish to be considered for this position, send your résumé to us in a Word document at [Resumes AT PinnaclePlacementGroup.com](http://ResumesATPinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

KEY WORDS

parts inventory, parts tracking. Microsoft office, Microsoft Word, Excel, checksoft, commissioning, office management support