



Job Description Parts Supervisor

Issue Date : 03/10/2016
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Job Title: Assistant Parts Manager Full Time Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Director	03/10/2016	Inventory Control Manager	03/10/2016	Corporate Parts Manager	03/10/2016

Supervisory: Yes
Reports To: General Manager/Inventory Control Manager

Description:

The Assistant Parts Manager is responsible for ordering parts for its location. This includes submitting all purchase orders for stock, retail parts counter, internal and warranty department as well as purchase orders for sublet parts for internal work. The Assistant Parts Manager should be highly organized, exhibit technical proficiency and the ability to complete work in an organized fashion. The Assistant Parts Manager is responsible for the supervision of the parts department staff.

Duties:

- Supervise and direct the day to day activities of the parts department employees
- Work with Inventory Control Manager on inventory reports
- Responsible for maintaining accurate inventory levels at their location
- All purchasing for CBS and Gas Applicable
- Issue all Purchase Orders for stocking, retail parts counters, retail, internals and warranty
- Issue all Sublet Purchase Orders for internal work
- Order the correct parts for all RFI's
- Document orders with suppliers with Purchase Orders.
- Keep in communication with the Service department about the lead times for orders so that scheduling can thus be adjusted accordingly
- Work closely with Shop foreman to manage parts demands according to shop schedule
- Research the best and least expensive suppliers to purchase parts
- Follow up on all PO's that are outstanding
- Follow up on all back orders to get eta on delivery
- Contact service and sales when parts arrive
- Make sure the correct part numbers are being used and that alternative part numbers are listed
- Update the pricing in System 2000
- Work with receiving when parts are received without packing slips or damaged
- Document sales returns with Sales Returns and Purchase Reqs
- Analyze stocking levels and usage of parts to determine what needs to be stocked at each stocking location
- Transfer parts as needed between our company locations
- Manage cycle counts and Organize inventory
- Overlook both positive and negative receivers
- Perform other duties as assigned by management

Education/Experience Required:

- High School Diploma or Equivalent
- Understanding of the customers that the Company services and the parts that they will need to order and how/where to acquire parts required by our customers.
- Understanding of mechanical/parts aspects of buses.

- Professional demeanor and cooperative attitude.
- Highly organized and detail oriented

- Good writing and oral communication skills.
- Ability to calculate figures and amounts such as product markups and discounts, proportions and percentages.
- Ability to collect data, interpret customer requests and reach reasonable conclusions.
- Computer skills; MS Word, MS Excel and Sys2k

Physical Requirements:

- Must be able to lift, push and pull a minimum of 50 pounds
- Will be required to do frequent kneeling, stooping, squatting, crawling and climbing to perform multiple tasks of position.
- Must have good manual dexterity.

I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.

X _____
Candidate's Signature Date

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