



Truck Shop Parts Room Associate

Work in a small but fast-moving shop environment with a short turnaround time for getting trucks and trailers ready for the next morning's routes. The objective of this position is to ensure the mechanics have what they need, when they need it, so trucks can go back on the road as quickly as possible. This include providing support to our remote facilities.

Hours:

- Mon - Fri; 7am 6pm, with some Saturday work possible

Duties & Responsibilities:

- Administrative
 - o Orders parts/supplies, includes researching of specialty parts and bulk oil, antifreeze, and other truck fluids
 - o Inputting parts into the computer system, includes creating codes for new items
 - o Updating excel tracking reports as necessary
 - o Performing price comparisons
 - o Recording invoices into the system to track truck expenses and monitor parts/supplies used
- Hands On
 - o Driving to pick up supplies
 - o Pick parts off shelves and give to mechanics
 - o Move products as necessary with a forklift (examples include drums, brakes shoes, etc)
 - o Prepare products for transportation to remote locations
- Inventory
 - o Regularly walk the shop to determine inventory levels and needs
- Other duties as necessary

Estimated Focus:

- 50% computer/desk duties
- 40% physically getting and moving parts/supplies
- 10% walking parts room for inventory reasons

Physical Requirements:

- Ability to occasionally lift and move up to 50lbs, less frequently will lift and move up to 100lbs
- Walk between buildings and around shop location
- Ability to do activities consistent with an office setting

Other Requirements:

- Valid driver's license required with good driving record
- Basic computer skills
- Forklift experience or the ability to learn to use
- Time management skills to best optimize competing demands
- Strong communication and analytical skills to best determine needs as requested by shop and transportation team members
- Knowledge of tractor/trailer/reefer parts helpful



Required Education:

- High school or equivalent

Benefits:

- Immediate: Eligible for Paid holidays
- 30 days: Discounted produce rates
- 60 days: Medical, Dental, Vision and Life insurance eligibility, 2 PTO days
- 1 year: 401k eligibility, 7 PTO days, STD

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