

## PARTS PERSON

Location: Brandon, Manitoba

Job Type: Full Time

Hours: Monday to Friday, 8:00 AM to 4:30 PM

Salary Range: Hourly rate dependent upon qualifications

**Glendale Industries Limited** is a metal fabrication facility in Brandon, Manitoba. Glendale has been in business since 1984. Glendale's Tank Division manufactures a full line of truck-mounted potable water and vacuum tanks. As part of this division, we provide parts and service to our line of tanks. We are seeking a qualified individual to join our Parts team.

### Benefits

Glendale recognizes that the people within our team are our most valuable asset, and because of this, Glendale provides its employees with:

1. A comprehensive benefits package at no cost to our employees.
2. Pension matching
3. Competitive salaries and wages
4. Work-life balance
5. Regular social events

### Job Summary

Reporting to the Parts Manager, the Parts Person ensures the effective distribution of parts to customers and production. The candidate will help operate a profitable department and oversee key areas such as pricing and inventory management. After training is complete, there will be an opportunity for the Parts Person to move into a management position.

### Responsibilities

- Monitoring facility inventory to maximize revenue and meet production needs.
- Researching, providing support, troubleshooting, and supplying all parts requirements to production employees and customers.
- Providing exceptional customer service
- Maintaining the flow of parts to and from the production department.
- Coordinating purchasing & shipping to ensure prompt delivery of product
- Assists in the preparation of cost estimates
- Coordinate work orders & requests for quotation with customers, as required.
- Maintain parts work orders, purchase orders, and sales orders within the ERP system.

### Requirements

**Experience** – Industry-related experience and mechanical knowledge are a requirement.

**Skills** – The applicant must have the ability to work under pressure, meet deadlines, work in a collaborative team setting, multitask, possess strong organizational skills, and be able to work with basic Microsoft Office programs. The applicant must also be able to lift, push, pull, or carry heavy objects.

**Attributes** – Looking for a self-motivated individual with a positive attitude who works well with others and can work within and contribute to a team.

### How to Apply

Please submit your resume to [HR@glendaleind.ca](mailto:HR@glendaleind.ca) Attention: Parts Person application.