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APPLY NOW

Parts/Shipping & Receiving - Killam

Purpose:

This role is a split, entry level position between Parts and Shipping/Receiving. The main objective of this position is to assist in the parts department as well as shipping and receiving of parts freight.

Responsibilities:

- Assists with preparing and maintaining merchandise store displays
- Verifies receipting of incoming and outgoing shipments
- Follows company process and procedure with shipping and receiving of all goods and services
- Assists in keeping parts department clean and orderly
- Contact customers in a timely manner to notify them their special order is ready for pickup
- Assist the Service department with Parts orders.
- Follows up on shortages and expedites issues by reporting to the manager
- Assists in maintaining all departmental tools, equipment, and vehicles are in good working order
- Operate a forklift to move parts inventory as necessary
- Assist with ongoing physical inventory verification
- Attend and participate in in-house or external training programs and/or Department meetings as requested by Management.
- Follows all safety rules and regulations in performing work assignments
- Other duties assigned by Management or directly related to Parts and freight.

Experience, Education, Skills and Knowledge

- Farming background is preferred
- Proficient oral and written communication skills
- Valid drivers license is required

email_alohner@briltd.com