

Parts Manager
Rusty's Weigh Scales & Service, Inc.
Interstate 27 Frontage Road
Lubbock, TX

Pay and Benefits
\$14.00 - \$29.00 per hour

Benefits: 401(k), 401(k) matching, Dental insurance, Health insurance, Life insurance, Paid time off, Vision insurance
Full-time

Job description

Maintains records of materials in inventory and on order. Monitors reorder points and initiates action to replenish stock. Reconciles discrepancies in inventories and notifies supervisor of irregularities.

Responsibilities:

- Monitor and maintain current inventory levels; process purchase orders; track orders and investigate problems.
- Record purchases, maintain database, perform physical count of inventory, and reconcile actual stock count to computer-generated reports.
- Receive, unpack, and deliver goods; re-stock items as necessary; label shelves.
- Process and/or approve invoices for payment.
- Process and document approved returns as required following established procedures.
- Perform routine clerical duties, including data entry, answering telephones, and assisting customers.
- Maintain control of reference standards and test equipment used for calibration and responsible for ensuring standards are protected from damage and stored properly.
- May lead, guide, and train staff employees performing related work.
- Perform additional miscellaneous job-related duties as assigned

Qualifications:

The Inventory Control / Parts Manager shall possess a High School Diploma or GED; a minimum of 1 year of experience directly related to the duties and responsibilities specified. Completed degree(s) from an accredited institution that are above the minimum requirement may be substituted for experience on a year for year basis.

Travel:

Travel to remote offices bi-annually or more frequently as needed to audit inventory levels are anticipated. Overnight stays will be a possibility. Travel per diem and hotel cost will be covered by the company.

Additional Skills and Abilities:

Excellent written and verbal communication skills.

Must be responsible, self-motivated, self-starter, personable and well-organized.

Superior customer service skills to deal with both internal and external customers.

Ability to manage multiple tasks simultaneously.

Strong interpersonal skills; ability to work with diverse groups.

Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.

Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.

Must be able to effectively handle stressful situations.

Must be able to read and effectively interpret general business documentation.

Have and maintain a valid and current driver's license.

Physical, Mental and Environmental Requirements:

Employee is required to stand, walk, climb, sit and use hands and fingers. Some light lifting of objects is required. Reaching, grasping and carrying activities also required.

Moderate noise level in the work environment.

Although most work is performed inside, there will be occasional outside activities which are subject to seasonal temperature fluctuations.