PARTS MANAGER – JOB DESCRIPTION

The Parts Manager should be a capable leader, with the ability to organize, train and supervise personnel. The Parts Manager will direct and coordinate activities of personnel engaged in purchasing and distributing materials, equipment, and supplies in the organization.

Principal Responsibilities

- Plans, organizes, directs, and controls activities related to the parts department.
- Organizes, supervises, and directs the work of storeroom and central supply personnel engaged in receiving, issuing, and delivering supplies and equipment.
- Analyzes market and delivery conditions to determine present and future material availability.
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.
- Manages, and monitors parts department reporting systems to meet company requirements.
- Recruits and maintains suppliers that provide high quality products and services at a better price.
- Prepares and issues purchase orders and change notices.
- Reviews purchase order claims and contracts for conformance to company policy.
- Reviews vendor invoices for correctness, price, and acceptability of items to specifications.
- Manages, and monitors parts inventory levels and monitors old slow moving parts inventories to be classified as obsolete inventory.
- Provide the companies required quality of customer service to meet needs of the customer.
- Handles customer complaint problems pertaining to parts and supplies.
- Responsible for keeping parts department area clean.
- Works with Service and Sales Managers to maintain adequate supplies and parts inventory.
- Responsible for the daily close procedure at the end of the business day including reconciling the cash drawer in conjunction with the accounting staff.
- Approves employees vacation reports for Parts Department and delivers to payroll department.
- Reviews all departments employee’s time clock reports and submits them to payroll department.
- Responsible to organize and plan year end physical inventory procedures and input actual counts into computer.

Experience, Education, Skills & Knowledge:

- Bachelor’s degree or equivalent experience in parts sales in a retail environment.
- Solid equipment and parts knowledge
- Strong understanding of pricing principles and discounting effects
- Ability to effectively lead a team and strong ability to work directly with customers
- Ability to use standard desktop or laptop computer and related programs, Microsoft Office platform, plus ability to effectively research and navigate the internet.

How to apply:

- Online at [www.ArchboldEquipment.com](http://www.ArchboldEquipment.com) see the about us tab for application
- Submit your resume via email to [Shannon.Schilt@aecag.com](mailto:Shannon.Schilt@aecag.com)
- Mail resume to Archbold Equipment Company Attn: Human Resources PO Box 181 Archbold, OH 43502