



PARTS MANAGER

SUMMARY

The Parts Manager will be responsible for managing parts inventory, supporting our field technicians, sourcing parts from vendors, and ensuring timely fulfillment of internal and customer needs. If you're a problem-solver with great communication skills and a knack for logistics, this could be the role for you.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee daily operations of the parts department
- Order, receive, and stock parts and supplies
- Receive equipment for install projects
- Maintain accurate inventory/Pricebook records
- Work closely with service technicians to ensure they have the parts needed for scheduled jobs
- Communicate with vendors to source hard-to-find or specialty parts
- Monitor inventory levels and manage replenishment
- Process part returns, warranties, and credits
- Maintain a clean and organized parts room and storage area
- Support branch leadership in improving parts-related processes

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Previous experience in parts management, inventory control, or a similar role
- Strong organizational and time-management skills
- Ability to build and maintain vendor relationships
- Knowledge of commercial kitchen equipment or HVAC/refrigeration a plus
- Proficient with computers and inventory systems
- Ability to lift and move boxes up to 50 lbs
- A team player who thrives in a fast-paced service environment
- Valid driver's license and acceptable driving record
- Experience using a forklift or ability/willingness to learn