



MECHANIC SHOP PARTS ADMINISTRATOR

Overview:

As a Parts Administrator you will be responsible for the purchasing, shipping and receiving of construction equipment and vehicle parts to Brayman's mechanic's staff while providing exceptional customer service.

Responsibilities:

- Order heavy equipment and vehicle parts in a timely manner
- Order shop consumable items and small tools as required
- Code, scan and enter parts purchase invoices and purchase documentation into computer system
- Manage inventory of fast moving parts and consumables
- Interact with mechanic staff promptly in person and on the phone in a professional manner
- Monitor the progress of parts orders throughout the day
- Verify that the final invoice reconciles with the work performed on the repair order
- Assist with Preventative Maintenance Program
- Pick up parts orders from vendors

Qualifications:

- Previous parts administration experience preferred
- Understand basic automotive components and systems
- Heavy/Construction Equipment knowledge is a plus
- Qualified candidates must be comfortable working in a mechanic's shop environment.
- A team player who is focused on providing exemplary customer service
- Ability to multi-task in a fast paced work environment
- Strong organizational skills and detail oriented
- Must have intermediate computer skills. (MS Office Excel, Word, Outlook)
- Must have superior data entry skills
- Pass a motor vehicle report and possess an acceptable safe driving record along with a valid driver's license
- Pass a 7 year criminal background check and drug screen
- Ability to lift up to 50lbs

Work Environment:

- Works both **indoors and outdoors**.
- Environment can be **dirty and noisy**.
- Wears appropriate **protective clothing and equipment** including gloves, ear protection, and safety glasses.

Physical Demands:

- Lifting up to **50 LBS**.
- **Stands frequently and walks** about the work areas
- Occasionally **stretches up and across** when completing daily tasks
- Squatting, crouching or kneeling may be required occasionally.
- **Twisting the body or neck** may be required occasionally.
- **Bending** is occasionally required to facilitate the **lifting** of items used daily
- **Contact with skin irritants or water** may occur during certain processes
- **Repetitive hand and arm movements** are required when operating machinery.
- The employee must be able to perform the physical demands of the job with or without reasonable accommodation.

Educational Qualifications:

- High School Diploma

Special Note:

This job description is presented as guidance only, other reasonable tasks or responsibilities as management sees necessary may be added to this job description in order to achieve satisfactory job performance by the team member.

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