# **Job Title: Collision Parts Coordinator**

Job Summary:

We are seeking an organized and detail-oriented Collision Parts Coordinator to support our collision repair team. The Collision Parts Coordinator will be responsible for ordering, receiving, and distributing parts to the collision repair team. The successful candidate must have strong organizational and communication skills and be able to work in a fast-paced environment.

Responsibilities:

* Order parts required for collision repair from various vendors
* Receive and inspect parts for accuracy and quality
* Maintain accurate inventory of parts, ensuring adequate levels of inventory are maintained at all times
* Distribute parts to the collision repair team in a timely and efficient manner
* Work collaboratively with other departments to ensure timely and efficient completion of repairs
* Monitor and track parts usage, ensuring that billing and payment processes are accurate and timely
* Ensure compliance with all safety and environmental regulations

Qualifications:

* High school diploma or equivalent
* Minimum of 1 year of experience in a collision repair parts coordination role or related field
* Knowledge of automotive parts and their applications
* Strong organizational and communication skills, with the ability to work collaboratively with other team members
* Proficient in the use of computerized inventory management systems and Microsoft Office applications
* Valid driver's license
* CCC1 experience is highly preferred
* Experience with various parts platforms such as OPS TRAX, Parts Trader, Collision Link, APU are highly preferred

Certifications:

* ASE (National Institute for Automotive Service Excellence) certification in Parts Specialist or Collision Repair is a plus
* I-CAR (Inter-Industry Conference on Auto Collision Repair) certification in Parts Coordinator is preferred

If you are an organized and detail-oriented Collision Parts Coordinator who takes pride in delivering high-quality work, we encourage you to apply for this exciting opportunity. We offer a competitive salary, benefits package, and opportunities for career advancement.