

HM Repairs – Office – Parts Specialist (O)

Position Overview

Reports To: Shop - Manager

Dotted Line Oversight By: NONE

Direct Reports:

- NONE

Dotted Line Oversight For:

- NONE

Position Description

Owns ordering & delivery for all unique and rush part orders.

Accountabilities

- **PLACE UNIQUE PART ORDERING (50%)**
 - Place and track orders for all unique, non-stocked parts.
 - Work with vendors on pricing and delivery speed.
 - Track orders and follow up on any issues.
 - Keep impacted team members informed on status.
- **TRACK ORDERS (30%)**
 - Track orders and follow up on any issues.
 - Keep impacted team members informed on status.
- **PLACE RUSH ORDERS (10%)**
 - Place and track orders for all rush orders for stocked items
 - Work with vendors on pricing and delivery speed.
- **VENDOR MANAGEMENT (10%)**
 - Maintain list or research vendors as needed for unique, non-stocked items.
 - Maintain list of backup vendors for stock items if main vendor is out of stock.

Impacts

- Minimized loss time due to missing parts.
- Improved awareness for parts issues before they become problems.
- Improved financials through better awareness of vendor pool and offerings.
- Clearer communications to customers when there are legitimate parts issues.

Required Competencies

- Demonstrated experience tracking multiple details.
- Demonstrated ability working with 3rd party vendors.

Preferred Competencies

- Demonstrated ability to research and maintain records (ie vendor lists).