

ELBOWS UP! A Locally Owned & Operated Auto Body Shop Is Seeking an Experienced Parts Coordinator.

Are you passionate about cars and seeking to join a tight-knit group of experienced Auto Body professionals right here in Winnipeg, Manitoba? If so, then elevate your career and apply for this amazing opportunity.

Our Client is a well-established and trusted name in auto body repair and collision services, known for quality craftsmanship and exceptional customer service, and they are currently seeking an experienced Parts Coordinator

Your Role

Parts Coordinators are responsible for managing the inventory of auto parts for our busy collision repair shop, ensuring the timely procurement, storage, and distribution of parts needed for vehicle collision repairs. The role involves working closely with estimators, auto body technicians, suppliers, vendors and other members of the production team to ensure a smooth and efficient repair process while quickly addressing and resolving any issues.

Ideal Candidate: The ideal candidate for this position is an individual who strives to build positive relationships with their peers, vendors and customers. The candidate must also be a reliable, organized and self-motivated individual who is eager to learn new things and applies best practices in everything they do.

Required Skills

- At least 1 year of experience as a parts person in a collision repair shop.
- Knowledge of Mitchell Connect and Mitchell Repair Centre.
- Understanding of MPI rules and regulations, especially the Realized Parts Savings (RPS) program.
- Knowledge of how to use the ATA Estimate Scrubber software.
- Knowledge of how to use dealer price matching programs (Collision Link and Parts Bridge).
- Knowledge of how to research for used parts availability (Car-Part Software).

Responsibilities

- Update estimates with appropriate part numbers and pricing as per MPI RPS guidelines.
- Research and apply the best part price choices for vehicle estimates.
- Request price matching from our OEM suppliers.
- Order all parts required promptly.
- Inspect parts as they arrive for part number accuracy & any shipping damage.
- Keep parts properly labelled and organized.
- Update all parts management software as per internal processes.

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.



Qualifications, Work Conditions And Requirements

- Excellent problem-solving skills.
- Strong knowledge of auto parts and their application in vehicle repairs.
- Ability to multitask.
- Ability to work independently or within a team.
- Strong communication skills and the ability to listen carefully to the needs of the technicians and other staff.
- Excellent attention to detail.
- Advanced time management and organizational skills.
- Excellent interpersonal skills.
- Advanced decision-making skills.
- Ability to prioritize and maintain professionalism during high-volume periods.
- Ability to work in a fast-paced environment.
- Able to lift a minimum of 50 lbs.

Required Tools, Equipment & Licences

- A Valid Class 5F drivers license.

A Brief Summary of What our Client Offers

- **Competitive Pay:** Top-tier wages that reflect your experience and skills.
- **Growth Opportunities:** Ongoing training and development programs to keep your skills sharp and up-to-date.
- **Supportive Environment:** Be part of a friendly, professional team that values your contributions.
- **Health Benefits:** A comprehensive benefits package that includes dental, life insurance and disability insurance.
- **RRSP:** Matched by the employer.

Apply Now!

If you're ready to take your career to the next level, please apply by submitting your resume online, or send it directly to Matt Sciangula – msciangua@hrmatters.ca

Equal Opportunity Employer

Our client is an equal opportunity employer and is committed to an inclusive and accessible workplace.

All candidates must be eligible to work in Canada.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.