



Dalmac Oilfield Services Inc.

Job Title: Heavy Duty Parts PersonFleet Procurement and Compliance	Job Code:
Department: Warehouse - Shop	Job Grade:
Revision Date: September 18, 2009	Fox Creek - Division

Position Overview

Purchases heavy duty automotive parts by taking and clarifying operation/divisional orders; retrieving and selling new and replacement automotive parts; receiving and recording new (and used) parts inventory; maintaining parts databases; maintaining safe and secure environment.

Essential Job Functions

- Takes parts orders from operations by listening to and clarifying requests; identifying automotive parts; offering and explaining alternative solutions.
- Develop a strong positive rapport with all vendors
- Establish and maintain an efficient and effective supply chain base through the selection, qualification, and ongoing management of suppliers. This includes performance measurement, problem resolution, and identifying value-added opportunities
- Source and negotiate price, delivery and terms with suppliers to achieve “total best value”
Placing purchase orders in accordance with established policies and procedures
Provide monthly reports summarizing purchasing activity
- Completes sales by entering purchased items into sales/inventory system; obtaining payment; adding purchase to credit account; issuing sales receipts.
- Maintains parts inventory by verifying supplies; placing orders when order-points are reached.
- Manages inventory items at optimal levels, arranges for return, resale, or divestiture of unnecessary stock items.
- Stocks items by unpacking, arranging, and placing items in bins and on shelves; adjusting inventory system.
- Receives items by inspecting items; shelving items; returning damaged or unwanted items to supplier.
- Maintains safe and secure environment by following safety and security standards and procedures; complying with codes.
- Updates job knowledge by participating in educational opportunities; reading about new products.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.



- Fleet Maintenance compliance, establishment of consistent service intervals and schedules
- Warranty tracking, follow through, negotiation of warranty

Requirements

- Data Entry Skills, Telephone Skills, Customer Service, Verbal Communication, Selling to Customer Needs, Product Knowledge, Inventory Control, Vendor Relationships, Equipment Maintenance, Lifting, Job Knowledge

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.