



## **PARTS & DISPATCH COORDINATOR**

Collicutt Energy Services is a solutions-oriented, engine company. We specialize in custom manufacturing, repair, overhaul, and maintenance for all engine brands across diverse industries, consistently raising the standards for customer satisfaction. Our company culture emphasizes safety, respect and continuous learning, fostering an environment where employees can thrive professionally and personally. As a growing, privately-owned organization, we offer exciting opportunities for career advancement and the chance to contribute to cutting-edge energy solutions. Join Collicutt and be part of a collaborative team that values community involvement and shared success in the ever-evolving energy sector

We are currently seeking a **Parts & Dispatch Coordinator** to join our **San Diego Service team**. This position plays a key role in supporting technicians and service operations by coordinating parts orders, dispatch scheduling, and inventory management. You will work closely with service technicians, the parts department, and internal teams to ensure the right parts are available and service work is completed efficiently.

**Pay Range:** \$20–\$30 per hour (depending on experience)

### **Key Responsibilities**

- Procure and order parts to support service and production requirements
- Process parts orders, including backorders, warranty items, and core returns
- Pick and issue parts for technicians and internal departments
- Coordinate shipping, hot-shot deliveries, and dispatch support for field technicians
- Monitor inventory accuracy and assist with cycle counts and inventory management

### **Qualifications and Skills**

#### **Required**

- 3+ years of experience in a parts distribution, service, or warehouse environment
- Strong attention to detail and accurate data entry skills
- Ability to work in a fast-paced service environment
- Strong communication skills when working with technicians and service teams
- Organizational and time-management skills

#### **Preferred**

- Journeyman Parts certification or actively pursuing a Parts apprenticeship
- Experience in power generation, diesel engines, or industrial equipment
- Experience with parts quoting, shipping/receiving, or dispatch coordination

### **Working Conditions**

- Combination of office and shop environment
- Occasional lifting, bending, and moving parts and materials
- Participation in an on-call rotation for parts department support

### **What We Offer**

- Competitive wages
- Comprehensive benefits (medical, dental, vision)
- 401(k) with company match
- Referral bonus program
- Reimbursement for training and professional development



**Interested?**

Send your resume to [hr@collicutt.com](mailto:hr@collicutt.com) with **"Parts & Dispatch Coordinator"** in the subject line.

Collicutt follows the principles of equal opportunity regarding its hiring and promotion procedures. Collicutt does not discriminate based on race, gender, origin, religion, sexual orientation, veteran status, or any other classification protected by law