POSITION: PARTS MANAGER

Location	Division/Department	Supervisor	Salary Range	Work Conditions

~ Do What You Say ~ We are Like a Family ~ Do What's Right ~ It's Fun to Win ~ No One Gets Hurt ~ Finding a Better Way ~

Essential Duties & Responsibilities

- Ensure customer service and responsiveness is foremost within the team
  - Reply to a customer within 30 minutes of receiving a ticket
  - 2 days maximum to follow-up
- Be proactive in new products and changing/superseding parts and product bulletins
- Always be looking to find a better way.
- Negotiate and source products and parts that adds the most value for Collicutt
- Determine the quantity of parts required to meet supply and demand: set min/max limits
- Set up and manage distributorships in relation to parts & purchasing
- Close jobs in a timely fashion to ensure flow into inventory
- Create guidelines for timing of inventory to ensure adequate lead times
- Ensure transfer orders are processed in the most efficient way
- Co-ordinate processes, people and activities to ensure a profitable department
- Maintain stock rotation/inventory turns and dispose of and account for obsolete inventory
- Implement cycle counts to maintain accurate inventory, and reconcile variances. Manage year-end inventory counts
- Monthly and quarterly financial reports and budgeting for the department
- Forecast goals and objectives for Parts Department and strive to meet them
- Work with all departments to ensure timely turnaround of parts needed for

Required Experience & Skills

- Journeyman Parts certification is an asset
- 5 to 10 year's extensive knowledge managing large volumes of inventory
- Power generation, gas compression and well servicing equipment knowledge considered an asset
- Extensive internal engine operation and major overhaul experience
- Knowledge of exchange (XE,XY) inventory
- Knowledge of centralized inventory management
- Firsthand knowledge of purchasing, PO processes, WIP and shipping & receiving
- Extremely high level of initiative
- Attention to detail and data input proficiency
- Strong analytical and decision-making skills
- Exceptional communication and organization skills
- Strong understanding of the parts, purchasing and accounting departments and the integral role they play within the inventory management system
- Able to forecast and plan inventory levels to support delivery requirements and client needs
- Excellent computer and supervisory skills
- Available for, and legally able to, travel internationally
- Commitment to Collicutt Core Purpose and Core Values

internal and external jobs

- Provide technical assistance to Parts Department team members
- Ensure warehouse is well organized and clean
- Direct and schedule the activities of all parts department employees
- Maintaining relationships with both internal and external customers
- Quick response to, and resolution of, client and technician needs
- Work with other departments to review and develop policies to ensure higher efficiency within each department
- Provide recommendations and assistance to senior management in the planning, implementation, and evaluation of modifications to existing operations, systems, and procedures
- Inspire the Parts Team to be actively engaged in sales

Leadership

- Mentor, develop and support staff for future growth and development; develop a succession plan by forecasting future company requirements for personnel
- Evaluate the performance of direct reports and provide coaching and development opportunities to improve employee performance
- Hire, train, motivate, mentor, monitor and manage the performance of all parts department team members
- Conduct meetings with Parts Department team members to discuss activities and problems of mutual interest, and to develop strategies for a more efficient operation

Health & Safety

- Maintain a safety-oriented disposition at all times
- Responsible for complying with all safety/cleanliness rules & practices in the company, as well as taking an active part in ensuring own & others' compliance to all safety rules
- Enforce Health and Safety policies and procedures

Acknowledgement

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The employee will follow any other instructions and perform any other related duties, as assigned by their supervisor.

I, _____, accept the Essential Duties & Responsibilities, as well as affirm that I have the Required Experience & Skills to perform the job.

_____ _____

ACKNOWLEDGED: Employee Signature Date

_____ _____

ACKNOWLEDGED: Supervisor/Manager Signature Date