

Parts Specialist/Dispatcher

Collicutt Energy Services Inc. is currently accepting applications for a Parts Specialist/Dispatcher to join our team based out of our San Diego, CA branch. We are looking for someone with extraordinary organizational skills who is ready for the opportunity to grow with the company and challenge themselves.

Requirements:

- 3 years of parts experience with knowledge of general shipping procedures (UPS, FED-EX, etc)
- Scheduling and/or dispatching experience is an asset
- Excellent verbal and written communication skills
- Microsoft Office experience with an emphasis on excel spreadsheets
- Able to load & unload shipments up to 50lbs
- Must be a self-starter and willing to learn
- Must be a dependable and trustworthy individual with good work ethics
- In depth knowledge of diesel engines
- Experienced in dealing and negotiating with outside vendors
- Able to establish and maintain vendor relationships
- Must know how to research parts online and ensure cost savings on all orders
- Able to perform annual reviews of all vendors to ensure best possible pricing
- Good understanding of ordering systems and related documents (purchase orders, sales orders, goods receipts)
- Able to pass drug/alcohol pre-employment testing
- Must provide clean driver's record and valid driver's license
- Knowledge of the Power Generation industry is an asset
- Forklift qualified individuals are preferred

Responsibilities include, but not limited to:

- Delivering parts to technicians at job sites
- Parts order & entry
- Scheduling and dispatching technicians
- Inventory management
- Purchasing, shipping and receiving parts
- Parts support for service department (includes parts research, ordering and applying parts to service jobs)
- Work closely with Service Manager to ensure best possible purchasing options for customers
- Assisting with other administrative parts tasks

Qualities We Value:

- A great attitude
- A sense of urgency
- Honesty and integrity
- Teamwork
- A sincere passion for excellence

We Offer:

- A great work environment
- Life Insurance
- Health, Dental & Vision benefits
- 401K program
- Paid holidays and vacations
- Competitive salaries based on experience

Our atmosphere is professional with a high value placed on teamwork, fun, professional growth and providing excellent service to our customers. If you are interested in being a part of the Collicutt team, please send your resume and cover letter to Human Resources by responding to this ad.

Collicutt follows the principles of equal opportunity in regards to its hiring and promotion procedures. Collicutt does not discriminate based on items such as race, gender, origin, religion, sexual orientation, veteran status or any other classification protected by federal or state law.

We wish to express our thank you to all applicants for their interest and effort in applying for the position; however, only candidates under consideration will be contacted.

For more information on our company, please visit our website: <https://www.collicutt.com/us/>

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