Parts and Order Desk Specialist

The Municipal District of Pincher Creek is searching for a Parts and Order Desk Specialist. This pivotal role maintains an inventory of parts and supplies for our operations. The ideal candidate has parts certification, basic accounting knowledge, and order desk experience. Join our collaborative team and grow your skills with us, whether you are starting your career or a seasoned professional.

This competition will close on April 15, 2024, or until a suitable candidate is found.

Please submit your resume clearly marked as
"Confidential – Parts and Order Desk Specialist"
to:

M.D. of Pincher Creek
1037 Herron Avenue
P.O. Box 279
Pincher Creek, AB
T0K 1W0
Fax: 403-627-5070
Email: jobs@mdpinchercreek.ab.ca
Full job description at https://mdpinchercreek.ab.ca

Position:	**Parts and Order Desk Specialist**	Job Type:	**Full-Time Permanent**
Department:	**Administration**	Reports to:	**Director of Finance, or designate**
Work Week:	**Monday – Friday**		
	37.5 hour Standard Work Week		

Position Overview

As a pivotal member of our team at the Municipal District of Pincher Creek, the Parts and Order Desk Specialist (PODS) plays a crucial role in administering the inventory of parts and supplies essential for our heavy and light-duty fleet, as well as a variety of tools and equipment to support the other services we provide to our residents.

As the centralized purchaser, this position will efficiently process orders and ensuring all items meet quality standards and specifications, collaborating with vendors as needed to resolve any issues or discrepancies. The Parts and Order Desk Specialist fosters a collaborative environment by actively coordinating with colleagues across various departments, providing exceptional service and support.

Responsibilities Overview

- Source, order, and receive parts for our heavy and light duty fleet.
- Coordinate order preparation, generation, picking, and distribution.
- Receive shipments and ensuring completeness and quality.
- Process product returns to suppliers.
- Review and approve invoices for payment adhering to municipal policies.
- Arrange transportation of materials via rail, air, or road and calculate associated costs.
- Maintain accurate records of material identification and inventory.
- Utilize municipal computer systems and MS Office applications (Word, Excel, and Outlook).
- Operate material handling equipment such as dollies, hand trucks, and pallet jacks.
- Collaborate with departments to understand procurement needs and ensure alignment with budget constraints.
- Provide input for procurement and inventory-related budget planning.
- Report and analyze spending trends and propose cost-saving measures.
- Assist management in evaluating supplier proposals and performance.
- Negotiate with suppliers for favorable terms, discounts, and pricing.
- Monitor fuel purchases and report anomalies to management.
- Conduct regular inventory audits to ensure accuracy.
- Assist with government reporting for gravel inventory.
- Participate in safety programs and address compliance issues with safety officers.
- Support the implementation of the Emergency Operations Plan as assigned by the CAO.

Qualifications

- Trade certification as a parts person.
- Warehousing, heavy or light-duty equipment parts and supplies, and order desk experience may be considered in absence of parts certification.
- Proficient in basic accounting processes.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities
- Ability to thrive in a collaborative team environment and adapt to changing priorities.

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak periods or otherwise to balance the workload.