

Job Title: Parts and Inventory Assistant
Department: Maintenance
Revision Date: 04/02/18



### **Position Overview**

Assumes all purchasing duties for the organization and manages the maintenance system, to include work order management and inventory control. Assists the Maintenance Manager.

### **Essential Job Functions**

- Manage parts inventory from each Work Order
  - Relieve parts
  - Order parts and supplies
  - Receive parts and supplies and enter into system
- Enhance and further improve the inventory management system
- Enter parts and supplies
- Maintain day-to-day tire inventories
- Manage fuel inventories at regional terminal
- Oversee lubricant inventory
- Initiate warranty claims, provide warranty information, and schedule warranty work at outside vendors
- Review all vendor invoices for correctness
- Code invoices for Accounts Payable

### **Other Skills/Abilities**

Parts inventory management experience is preferred. This position must be familiar with the duties of the Maintenance Manager enough to cover his/her duties when out of the office.

Computer skills required: Microsoft Office, and Internet; experience with Windows-based programs preferred. Position needs to become familiar with the TMW/TMT and Qualcomm satellite system.

\* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the company and/or federal and state regulation. As business objectives changes, so too may your duties.