# PARTS MANAGER

## ABOUT THE ROLE

At Strictly Diesel, we believe that Great Companies are built through a never-ending pursuit of **Craftsmanship**, **Collaboration** and a **Shared Standard of Excellence**. We're looking for someone who wants to Grow, Contribute to a Strong Team Culture, and Take Pride in work that Genuinely Helps the rest of the Team.

## WHAT YOU'LL DO

- Communicate with Team Members, Vendors and Carriers to Maintain Shop Workflow
- Manage Incoming & Outgoing Parts and Cores for Inventory and As-Needed Situations
- Partner with Service Advisors to ensure Clarity and Accuracy and Minimize Delays
- Participate in Team Huddles, Improvement Discussions and Problem-Solving Sessions
- Uphold our High-Performance Standards in Quality, Communication and Accountability

## WHAT WE'RE LOOKING FOR

- Someone who Values Teamwork as much as Individual Skill
- Strong Attention to Detail with a Willingness to Help and Collaborate
- Pride in Workmanship and a Drive to Improve Processes and Results
- Exceptional Communication Skills and Customer Awareness
- A Mindset Aligned with Professional Excellence and Continuous Learning

## WHAT WE OFFER

- A Professional, High-Performance Culture rooted in Trust, Clarity and Team Success
- Above-Market Pay with an Excellent Benefits Package
- Personalized Career Development Planning, including Paid Training
- A Team Environment where Your Voice, Ideas and Character Matter
- Career Pathways that Support your Long-Term Growth in the Industry

## HOW TO APPLY

Send your Resume along with a brief Cover Letter telling us why Strictly Diesel's Team Culture appeals to you to : management@strictlydiesel.com

We hire for **Skill**, **Character** and **Team Fit** – not just Experience.

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## DETAILED JOB DESCRIPTION

The Parts Manager is responsible for overseeing parts ordering, inventory, receiving and distribution for the repair shop operation. This includes bill and credit entry in our shop management system (ROW), core management and part returns. The Parts Manager may also place parts orders for over-the-counter sales and assist sales staff in completing over-the-counter sales.

The Parts Manager is also responsible for helping to manage some of the inventory for the mail order sales and manufacturing operations. This can include ordering, receiving and stocking parts, entering bills and credits in our MRP system (Odoo), telephone or website order processing and packing and shipping of outbound orders.

## SPECIFIC REPAIR SHOP DAILY FUNCTIONS (not all inclusive)

- Monitor Specific Inventory Levels (both operations) and Place Orders to Maintain as needed
- Order Job Specific Parts for Repair Shop Work Orders, Communicate Expected Delivery Times
- Track and Receive Parts, Verify Parts Match Invoices and Repair Orders
    - Receiving Parts into ROW Includes Invoice Entry
- Deliver Received Parts to Technicians for Approved Repair Orders
- Monitor E-Mail for Parts Invoices or Parts Order Updates from Vendors
- Manage New Part, Warranty Part and Core Returns to Vendors (paperwork to credit)
- Clean Out Parts Buckets upon Job Completion (prepare for next job)
- Post Invoices for "Shop Supplies" Items into ROW
- Retain and Scan Parts and Supplies Invoices into QuickBooks Online (QBO)
- Answer Phones and Assist Repair Shop Customers When Advisors are Unavailable
- Type Appointment Write-Ups and Send Appointment Reminders via Text or E-Mail
- Check Customers In or Out if Advisors are Busy

## SPECIFIC MAIL-ORDER / MANUFACTURING DAILY FUNCTIONS (not all inclusive)

- Assist with Daily Website Orders including Printing, Odoo Entry, Payment Capture and Shipping
- Assist with Daily Dealer Orders including Odoo Entry, Payment Processing and Shipping
- Assist with Dealer Stock Order Preparation / Shipping (frequently palletized freight)
- Track and Receive Parts Ordered for Inventory or Specific Manufacturing Vendors
- Post Invoices for Parts Received into Odoo.
- Retain and Scan Parts Invoices into QBO

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**GENERAL DAILY FUNCTIONS** (not all inclusive)

- Answer Phones and E-Mail, Direct Calls and Messages to Appropriate Party
- Sort Through UPS, FedEx and Freight Deliveries
- Clerical Work : Filing, Ordering Supplies, Scanning and Uploading Invoices
- Count Cash Drawer if Advisor is Unavailable
- Perform "Office Helper" Functions as needed

**PREFERRED QUALIFICATIONS**

- Excellent Organizational Skills and Attention to Detail
- Strong Communication and Customer Service Skills
- Computer Literate with Microsoft Office Experience (Word, Excel & Outlook)
- Ability to Lift and Move Parts as needed
- Some Basic Automotive Knowledge Beneficial

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