



EMPLOYMENT OPPORTUNITY

Parts & Service Coordinator

Acheson, AB – Western Region
Reference Number: PSOC-14615-100112

*SMS Equipment Inc. supplies equipment parts and service to the **construction, forestry and mining** industries and **utility** product users. It was created to provide customers with integrated solutions and to expand our service capabilities as a **nationwide** organization.*

The Role:

Under general supervision of the Parts Manager, the Parts & Service Coordinator is responsible for the Parts Sales function at the Acheson Branch. The Parts & Service Coordinator assures the timely, economical purchase of parts, equipment, and operating supplies along with inventory control, warehousing, housekeeping, and shipment to meet customer commitments. Other key functions include:

- Responsible for the Parts Sales at the branch, including OEM and non-OEM products
- Builds and maintains customer relationships in support and service of the Parts Sales function, including customer supply quotations, customer parts work orders, search for customer requirements, evaluates parts and component returns
- Responsible for equipment and parts distribution and logistics for the Acheson Branch, including sourcing, purchasing, and coordinating logistics of exporting and importing OEM and non-OEM products
- Responsible for parts inventory
- Responsible for apprenticeship training and monitoring
- Maintains accurate documentation and systems
- Other duties as required.

Qualifications:

- Requires journey person Parts Technician certification with a minimum of 1 – 3 years of proven distribution/logistics experience, preferable in a warehouse or industrial environment.
- Knowledgeable and accountable to standards and experience operating successfully in an ISO 9001-2000 facility.
- Highly developed organizational, communication (verbal and written), problem solving and customer service skills.
- Excellent computer proficiency in the MS suite of products as well as familiarity with inventory management systems and work order/maintenance planning software.
- Previous experience with NDS is considered an asset.
- Forklift experience along with certification is preferred.

*This is a very exciting time to be a part of **SMS Equipment Inc.** We are one of the largest Komatsu dealers in the **world** and believe our continued growth is a result of our highly skilled and engaged employees who deliver **excellence** in the workplace. If you are interested in working for a very dynamic company where your input, your ideas and your participation is valued, apply today. Our growth means **your success**.*

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Qualified applicants are invited to submit their resume by e-mail or fax, quoting reference number **PSOC-14615-100112**, to:

E-mail: jobs@smsequip.com
Fax: 780-451-2646

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