

Job Title: Parts Warehouse- Power Systems

Working Hours: Day Shift M-F 8hrs, overtime as needed

Union: LOCAL 701

Altorfer Industries Power Systems division sells and services Caterpillar engine products and accessories, including on-highway truck engines, industrial and marine engines, engine-generator sets, electrical switchgear and controls. This position will be responsible for shipping/receiving, inventory storage, and order picking activities for the Parts Department in support of customers(internal/external).

PRINCIPAL FUNCTIONS & RESPONSIBILITIES (including, but not limited to):

- Provide excellent customer service in order picking, packing, and shipping of parts.
- Receiving and storage of emergency and stock orders from vendors.
- Performs physical inventory counts in coordination with inventory control and parts management.
- Operates company vehicles, including lift trucks, as needed.
- Complete required paperwork and computer data entry.
- Assist with customer parts counter sales processing, as needed.
- Ability to assist with ascertaining part number; inspect worn, damaged, or defective part to determine customer needs based on good product knowledge of the equipment.
- Support Product Support Field Sales/Inside Sales/Equipment Sales/Service teams to help them achieve overall company goals.
- Participate and complete training as required and/or available
- Assist with customer order processing and assist with backorder processing, as needed.
- Operates within all parts policies and procedures of the company
- Must have strong sense of urgency to correspond to customer needs
- Maintain positive attitude and high personal morale
- Must be a self-starter and take initiative in the performance of daily duties
- Demonstrated ability to work well as part of a team is required.
- Attains short- and long-term objectives in support of department and company goals
- Identify and resolve problems in a timely manner.
- Good organization skills and ability to prioritize and manage time effectively is required.
- Perform other duties as required.

EDUCATION/QUALIFICATION/EXPERIENCE:

Individual should have a high school diploma or equivalent; and a minimum of two to three years of prior related experience. Individual must have excellent communication skills and interpersonal skills to work as part of a team. General knowledge in overall parts support, inventory control, and parts department operations preferred. Math ability – must be able to do basic calculations for discounts, proportions, percentages, area, circumference, volume and other measurement type calculations.

SKILLS/ABILITIES:

General knowledge of engine parts and equipment parts is a plus. Individual should have the ability to read and interpret documents such as parts prints, operating and maintenance

instructions, service manuals, procedure manuals, and safety rules. Warehouse training/experience in a distribution field is required. Must have the ability to speak effectively with customers or employees on phone and in-person. Physical strength and dexterity for manual labor required.

To perform this job successfully, an individual must have basic knowledge of computer entry systems and Microsoft Outlook.

Must have valid driver license with clean driving record and ability to secure lift truck certification.

An Equal Opportunity Employer - Minorities, Females, Individuals with Disabilities, and Veterans

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

“C” Constantly (6-8 hrs/day), “F” Frequently (3-6 hrs/day), “O” Occasionally (up to 3hrs/day), or "NA" if not applicable.

O	Climbing	F	Stooping	O	Kneeling
F	Crouching	O	Crawling	F	Reaching
C	Standing	O	Sitting	F	Walking
F	Grasping	F	Repetitive Motion	O	Keyboarding
F	Pulling	F	Lifting	O	Pushing
F	Up to 25 lbs.	F	Up to 25 lbs.	F	Up to 25 lbs.
F	26-50 lbs.	F	26-50 lbs.	F	26-50 lbs.
F	Over 50 lbs	F	Over 50 lbs.	F	Over 50 lbs.
O	Subject to both inside and outside conditions				