



## **JOB DESCRIPTION:**

**Position Title:** Inside Sales Coordinator  
**Reports To:** Operations Manager

### **Position Details:**

The Inside Sales Coordinator must be able to perform a wide variety of tasks. This person must be able to count, read, match numbers, have basic computer skills, be able to operate simple machinery and drive a forklift when required. The position requires the ability to communicate and work closely and efficiently with others in a fast-paced and sometimes stressful environment. The Inside Sales Coordinator, sorts, checks for inaccuracies and delivers new and used parts associated with the remanufacturing and resale of diesel component and replacement parts. Will be responsible for ordering of required parts and ensuring that the best delivery times are completed.

### **Key responsibilities and accountabilities include but are not excluded to:**

Listed below are the typical duties and responsibilities of this position. Other duties may be assigned as needed.

- Work with the Parts and Logistics Rep. to ensure proper stocking of parts, accurately pull parts for work orders and inspect all parts stocked and pulled. Locate difficult part items and through experience, observation and available resources. Verify the proper identification of parts when stocking to and pulling from shelves and match that id to other parts in the same location.
- Maintain close relationships with various customers and understand their inventory and parts requirements.
- Establish new customers for parts sales and distribution.
- Work with Sr. Purchasing personnel to understand price changes and suppliers / alternative suppliers for various parts.
- Response to customer inquires and complaints specific to parts. In conjunction with this communicate back to Management the issues, solutions, and effective way to prevent in the future.
- Complete all required orders utilizing various software.
- Create inventory sheets and transport with identified parts to the warehouse for stocking.

- Follow daily inventory control procedures and participate in inventory counts when needed.
- Control quality by properly cleaning, identifying and inspecting component parts prior to putting them into inventory.
- Assist in the coordination of pick up's and deliveries parts locally as required.
- Be capable of performing basic equipment maintenance and housekeeping duties including organizing and keeping the work area clean and safe.
- Work closely with management to learn and to develop the best practices and procedures and find ways in which to increase productivity.
- Communicate with supervisors, warehouse department employees and other departments any issue related to performing the duties of this position.
- Understand health and safety policies and procedures and applicable regulations pertaining to a maintenance environment.
- Use a computer to bill out parts to employees as needed.

**Education / Related Experience:**

- High School / Post Secondary and related experience in the field is an asset.

**Experience:**

- 3 to 5 years in the parts / ordering / warehousing is an asset.

**Other:**

- Excellent interpersonal and communication skill
- Strong computer skills are imperative
- Self-started who can work within a team environment
- Some travel is expected
- Can work flexible hours when required
- Report writing and presentation skills
- Knowledge of mining equipment and suppliers of mine equipment parts and material.

*The above description reflects the general scope and nature of the work performed. This description is not intended to reflect every duty and responsibility of the position, but is intended to give a general outline of the position and its responsibilities. It is understood that the duties and responsibilities may change from time to time*