



**SIMSON  
MAXWELL**

## Title: Parts Representative - Apprentice Job Description & Responsibilities

---

Simson Maxwell was established in 1941 and is a leading name in the distribution of industrial engines, and the manufacture, sales and service of standby and prime power generator set systems. Simson Maxwell is internationally recognized in the power generation industry for its expertise in the custom design, engineering, sales and service of quality power generation sets and electrical control equipment under the Simmax brand name. See [www.SimsonMaxwell.com](http://www.SimsonMaxwell.com) for additional information.

### **POSITION OVERVIEW:**

The Parts Representative receives and processes parts requisition from the product support team and external customers using the computer database and parts catalogues as necessary. Responsible for stocking, staging, picking and compiling requirements for packaging, tools, equipment and supplies. Other responsibilities will include ensuring the cleanliness, safety and accessibility of the parts storage area for customers and employees and shipping – receiving.

---

### **EFFECTIVE DATE:**

### **TERMS:**

- Permanent, Full-Time, Salaried
- Vacation entitlement: In accordance with Simson Maxwell's "Human Resources Policies & Procedures."
- Eligible for participation in group benefits program.

---

### **RELATIONSHIPS:**

The Parts Representative of Simson Maxwell will develop and maintain good business and/or working relationships with the following:

- Customers and prospective customers
- Suppliers and sub-contractors
- Fellow Co-workers

More specifically:

**SUPERVISOR:** Parts Manager



**SIMSON  
MAXWELL**

**Title: Parts Representative - Apprentice  
Job Description & Responsibilities**

---

---

**PRIMARY RESPONSIBILITIES:**

- Processing requisitions to identify items to be procured and kitted for service and pm technicians.
- Moving materials and items from receiving or storage areas to shipping or to other designated areas.
- Sorting and placing materials or items on racks, shelves, or in bins according to predetermined sequence or part number.
- Filling requisitions, work orders, or requests for materials, tools, or other stock items and distributing items to shipping or to designated route driver storage area.
- Ensuring parts area is accessible and safe for employee and customer traffic.
- Assembling customer orders from stock and places orders on pallets or shelves, or relocating orders to a holding area or shipping department.
- Marking materials with identifying information using appropriate method.
- Opening boxes, crates, and other containers.
- Recording amounts of materials or items received or distributed via computer inventory system.
- Assisting in counting of physical inventory.
- Preparing parcels for shipping.
- Organizing warehouse and work area for orderliness at all times.
- Wearing proper safety equipment.
- Oversees and participates in the shipping, receiving, organizing, storing and issuing of goods including supplies, equipment for the purpose of assuring shipments are prepared for delivery and delivered in a timely manner.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Periodically examines physical inventories for the purpose of verifying stock and identifying losses.
- Responds to inquiries of staff for the purpose of providing information and/or direction regarding the status of deliveries, etc.
- Maintains documents, files and records (e.g. tracking on line shipping, equipment transfer forms, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
- Performs other duties as assigned.