



**S I M S O N  
M A X W E L L**

**Title: Parts Counter Person  
Job Description & Responsibilities**

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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 Counter Staff receives and processes orders in person or by telephone using the computer database and parts catalogues as necessary. He/she performs a variety of clerical duties, including providing price quotations, checking inventory for product availability, providing delivery dates to customers and verifying prices. Other responsibilities will include ensuring the cleanliness, safety and accessibility of the parts counter and parts storage area for customers and employees.

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**EFFECTIVE DATE:**

**TERMS:**

- Permanent, Full-Time, Salaried
- Monday - Friday, 8:00am – 4:30pm, ½ hr lunch break
- Vacation entitlement: In accordance with Simson Maxwell's "Human Resources Policies & Procedures."
- Eligible for participation in group benefits program.

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**RELATIONSHIPS:**

The Parts Counter Person 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:** Branch Service Manager



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**PRIMARY RESPONSIBILITIES:**

**PARTS COUNTER**

- Placing customer orders, work orders, shipping orders, or requisitions to determine items to (be moved, gathered, or distributed and/or shipped).
- 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.
- Assisting in counting of physical inventory.
- 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.

**SHIPPING/RECEIVING**

- 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.
- 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.
- Preparing parcels for shipping.
- Organizing warehouse and work area for orderliness at all times.
- Wearing proper safety equipment.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- 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.

**ADMINISTRATION**



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- Relief phone
- Bring deposit to bank
- Parts Visa reconciliation
- Relief vendor coding
- Relief work order opening/closing
- Relief entering freight on work order

**ACKNOWLEDGEMENT:**

I have read, understood, and accept the responsibilities and accountabilities related to this job description.

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Employee's Signature

Employee's Printed Name

Date Signed

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Manager's Signature

Manager's Printed Name

Date Signed