



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

**Title: Parts Representative
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 for additional information.

POSITION OVERVIEW:

The Parts Representative 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.

EFFECTIVE DATE:

TERMS:

- Permanent, Full-Time, Salaried
- Monday – Friday
- 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 - Alberta



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PRIMARY RESPONSIBILITIES:

- Receive customer orders or parts requisitions to determine items to be moved, gathered, or distributed and/or shipped.
- Request parts be ordered through centralized ordering (Edmonton).
- Assembling customer orders from stock and places orders on pallets or shelves, or relocating orders to a holding area or shipping department.
- Invoice parts orders related to counter sales in the Calgary branch
- 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 from stock and distributing items to shipping or to designated route driver storage area.
- Ensuring parts area is accessible and safe for employee and customer traffic.
- 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 from centralized ordering (Edmonton) 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.
- Be available for On Call Parts response afterhours