



Warehouse/Parts Clerk JOB DESCRIPTION

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.Simson Maxwell.com for additional information.

POSITION OVERVIEW:

The warehouse/parts clerk assists the parts and service departments to ensure proper parts are received, dispatched, and charged on work orders.

EFFECTIVE DATE: Immediately

TERMS

- Permanent, Full-Time, Salaried
 - Monday - Thursday 7:30 am – 4:00 pm, Friday 7:30 am – 2:00 pm ½ hr lunch break
 - Vacation entitlement: In accordance with Simson Maxwell's "Human Resources Policies & Procedures."
 - Eligible for participation in group benefits program.
-

RELATIONSHIPS

The Warehouse/Parts Clerk 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

SUPERVISOR: Parts Manager – Port Coquitlam



Warehouse/Parts Clerk

JOB DESCRIPTION

Job Duties

- Assist in filing parts requisitions to enable service and preventative maintenance technicians to be dispatched
- Kit parts for service and preventative maintenance work orders
- De-kit parts from service and preventative maintenance work orders
- Receive items into the parts department
- Warehouse Maintenance
- Data Entry for service/preventative maintenance into NAV
- Shipping of sales orders, branch transfers and out of town service/PM work orders
- Inventory counts and control
- Filing of service orders, sales orders, and transfer paperwork

ROLE REQUIREMENTS

- Knowledge of Windows, Excel & Outlook
- Strong attention to detail
- Team oriented
- Self-starter with the ability to handle multiple ongoing tasks

OUR COMPANY CORE VALUES

- Team Oriented
- Customer Focused
- Flexible
- Respect
- Fun