

# QUALITY BUS & TRUCK PARTS

## INVENTORY CONTROLLER

**POSITION TITLE:** Inventory Controller

**DEPARTMENT:** Operations

**ACCOUNTABLE TO:** Operations Manager

### **SUMMARY STATEMENT:**

To oversee all inventory organization and processes, and to assist with all activities related to the recycling of medium duty buses and trucks.

### **MAJOR AREAS OF ACCOUNTABILITY:**

1. Manage and maintain the organization of all vehicle inventory and oversee the processes required for both buying and selling. This will include entry of vehicles, yard management, dealer requirements, vehicle removal, and an understanding of any related software.
2. Manage and maintain the organization of all parts, cores, materials, and supplies. This includes parts entry, misc scrap storage, warehouse layout/organization, cycle counts, and a working knowledge of inventory management system.
3. Perform purchasing duties for both vehicles and parts/supplies. This will include: coordinating QBT logistics for pickup and delivery, generating purchase orders, sourcing of parts/supplies, sending bids, communicating with sellers, etc.
4. Assist with shipping and receiving duties, including, signing for, inspecting, and unpacking incoming shipments/packages; shipping outbound packages with specified carriers (SpeeDee, UPS, or USPS); and quoting, palletization, and scheduling of LTL shipments.
5. Assist with the removal of old/obsolete inventory whether through selling, recycling, or destroying. This may include listing items online via eBay, Craigslist, K-Bid, Facebook, etc).
6. Answer incoming phone/sales calls, in a courteous/helpful manner. This will require some basic customer service knowledge and a willingness to learn medium duty/diesel parts, as well as the sales process.
7. Perform other duties, as assigned by the Manager including, but not limited to, organizing the warehouse, delivering parts, and performing general maintenance.
8. Drive vehicles and equipment in order to load/unload shipments, deliver or pick up materials and supplies.
9. Suggest improved methods and practices for the business operations when experience and common-sense dictates.

### **QUALIFICATIONS:**

- Must be 25 years of age or older with a valid driver's license.
- Previous warehouse or inventory experience is required.
- General mechanical knowledge is preferred.
- Must be proficient with the Microsoft suite, especially Excel spreadsheets.
- Must be self-motivated, detailed, organized, and a good communicator.

**TO APPLY:** Send resumes to [derek@qualitybt.com](mailto:derek@qualitybt.com) or mail to:  
Quality Bus & Truck Parts, Attn: Jobs, 16174 149<sup>th</sup> St. Big Lake MN 55309

\*All applications will be reviewed, but all applicants may not be interviewed. You will be notified if you are selected for interview.