

QUALITY BUS & TRUCK PARTS
VEHICLE PURCHASING SPECIALIST

POSITION TITLE: MD Vehicle Buyer/Purchasing Specialist

DEPARTMENT: Purchasing

ACCOUNTABLE TO: Operations Manager

SUMMARY STATEMENT:

To oversee, perform, and maintain all activities related to the buying of medium duty/heavy duty vehicles.

MAJOR AREAS OF ACCOUNTABILITY:

1. Respond to all buying opportunities in a timely manner whether via email, phone, or personal visits; while also enhancing seller relationships by understanding their needs and exceeding their expectations with prompt, professional, and courteous service.
2. Manage and monitor all auction accounts daily. This includes online websites (Craigslist, Ebay, Facebook), small local auctions (Bid2Buy, K-bid, Postabid, etc.), dealer specific auctions (Copart, Adesa, IronPlanet, etc.), and government auctions (Gov Surplus, WI Surplus, etc). This also includes: maintaining licensing requirements, dealer forms, and account info (user/passwords).
3. Create and maintain an up-to-date list of current bids with detailed notes on vehicle info and condition/issues, estimated sell date, and contact info. This also includes pending deals prior to pick up.
4. Create and send professional bid forms/emails for all potential vehicle purchases with current dollar valuations based on scrap, parts, and cores. This will require a robust knowledge of medium/heavy duty vehicles, diesel engines, and scrap materials.
5. Maintain consistent communication with Logistics and Accounting throughout the buying process regarding: pickup costs, pickup scheduling, budgets, purchasing forecasts, payment terms, and other pertinent information.
6. Work with inventory specialist to create and maintain a system for tracking inventory needs and identifying vehicles to purchase.
7. Continually look for buying opportunities and keep a detailed list of leads.
8. Perform other duties as needed. These may include cross training in other departments, meetings, attending trade shows, and delivery or pickup of vehicles.
9. Suggest improved methods and practices for the business operations when experience and common-sense dictates.

QUALIFICATIONS:

- Must be 21 years of age or older with a valid driver's license.
- General knowledge of heavy/medium duty vehicles and diesel engines required.
- Must be familiar with the Microsoft suite.
- Previous online auction experience is preferred.
- Must be detailed, organized, and people-oriented.

TO APPLY: Send resumes to parts@qualitybt.com or mail to:
Quality Bus & Truck Parts, Attn: Jobs, 16174 149th 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 an interview.