

Warehouse & Inventory Specialist



Quality Bus & Truck Parts

16174 149th St SE, Big Lake, MN 55309

Full-Time, 40 Hours Per Week

Role Summary:

The Warehouse and Inventory Specialist accepts raw, clean parts from the shop and is responsible for identifying, quality checking, inventorying, cross referencing, tagging and stocking them. By communicating well, the specialist serves as the bridge between the shop and the sales counter and enables the sales department to sell with knowledge and confidence.

Key Responsibilities:

- Tasked with Inventory Accuracy; to include cross reference verification, stock number accuracy, proper manufacture designations, quantity, location, pictures, dimensions and weight, pricing, all known associated part numbers, proper description formatting, and proper tagging of all parts passing through inventory process.
- Trusted to be the Subject Matter Expert in these areas: cleaning parts, serving as quality control on damaged parts, inputting parts into iTrack, and properly adjusting quantities when necessary.
- Responsible for tracking stocking levels of inventory and communicate needs/ wants to ensure appropriate planning is happening to ensure manpower and asset utilization is being efficiently utilized.
- Assisting with the pulling of stock (parts) and with part entries on unusual/ unique orders that will need to be filled/ shipped in a speedy yet proficient manner.
- Track, log, and maintain any returns and RMAs for the company.
- Plan and execute inventory cycle counts to ensure accuracy on an annual basis for year-end closeout.
- Assist in the shipping process when needed, ensuring orders are accurately filled, safely packaged, and shipped, in a timely manner.

Qualifications:

- Must be 18 years of age or older.
- General knowledge of heavy/medium duty vehicles and diesel engines required.
- Must be familiar with the Microsoft suite.
- Parts look up and inventory experience is preferred.