



Part Sales & Inventory Supervisor

*** Signing bonus for experienced candidates ***

Academy Services is a full-service irrigation and electrical company serving Brooks and the County of Newell. We are currently seeking an experienced, highly motivated Parts Person for to join our team. The successful candidate will be responsible for providing exceptional customer service, assisting customers in finding the right parts, managing inventory, and maintaining accurate records.

Main Duties & Responsibilities

- Providing professional and friendly service to all customers.
- Recommending products and providing solutions to customer needs, upselling where appropriate.
- Building and maintaining strong relationships with customers to promote repeat business.
- Providing accurate and timely quotes and sales records.
- Maintaining a clean and organized parts department and work area.
- Assisting with yard and shop duties as needed, including loading and unloading trucks, organizing inventory, and maintaining equipment.
- Prepare and issue parts for internal field & services crews.
- Place inventory stock orders.
- Make inventory and bin adjustments, manage all warranty parts and backorders.
- Accurately and completely document and report all shipping, receiving, inventory, and stock information.
- Operate a skid steer to load and unload freight (will train)
- Perpetual Inventory Counts - Keeping inventory as accurate as possible!
- Use parts and warehousing equipment and computer systems.

Required Skills & Experience

- Previous experience in the parts industry required.
- Capable of meeting physical demands of parts/warehousing position.
- Excellent customer service skills, and aptitude for sales.
- Good priority management and listening skills.
- Computer skills. (Microsoft office and SAGE accounting software preferred)

- Solid foundation of parts/warehousing knowledge and skills.
- Agricultural background and/or irrigation experience considered an asset.
- Ability to work evenings and Saturdays during the busy spring/summer months.

If you have a good understanding of the agriculture industry and irrigation parts, a positive friendly attitude, and are looking for a challenging and rewarding career we want to hear from you!

Academy Services offers:

- Competitive compensation.
- Flexible health benefits; Health spending account, short & long-term disability, Life Insurance.
- Wellness program
- Great work-life balance, friendly, family atmosphere.
- Paid Flex Days (and paid time off over Christmas!)
- RRSP Matching & TSFA program.
- All required training.
- Opportunity for growth and advancement within company.
- Bonus program & sales incentives.

For more information on Academy Services visit our website at
<http://www.academyervices.ca>.

Interested in applying? Email a cover letter and resume to jobs@academyervices.ca.
No phone calls please.