



## **Purchasing/Parts Counter**

Academy Services, a Valley Irrigation dealer located in Brooks Alberta, is looking for a self-motivated, customer focused Purchasing/Parts Counter person to join our team. We are a full-service dealer that specializes in irrigation and electrical services. We are a family owned company that has been in operation since 1982.

The Purchasing/Parts Counter person is primarily responsible for parts counter sales, assisting customers and maintaining the flow of parts inventory levels – purchasing, purchase order follow-through, and shipping and receiving. This position requires the ability to function in a fast-paced, high pressure work environment. *Agriculture industry knowledge will be a huge asset.*

## **What we offer**

### Schedule

- Full-time, salaried work week
- Evening, weekend & overtime hours will be required in peak spring/summer season.

### Company Benefits

- Health Spending Account & Employee Wellness Plan
- Life Insurance
- Disability Insurance
- RRSP Matching (after 1 year of service)
- Generous workwear allowance
- Paid time off
- Professional Development Opportunities
- Company events

## **Who you are**

Our ideal candidate is highly organized and someone who can multi-task and work with minimal supervision and instruction. Strong written and verbal communication skills is

essential and you must be comfortable with both phone and email communication. To be successful in this role you must demonstrate superior customer service skills and have experience in parts counter, purchasing, or shipping/receiving roles. Computer skills are a must and knowledge of accounting inventory software would be a huge bonus.

You are also:

- Comfortable in sales role, possess strong selling and negotiating skills.
- Detail oriented and accountable for the quality of your own work.
- Consistent, reliable, and trustworthy.
- Able to stand, walk, bend, lift and be on your feet for duration of shift.
- Ability to actively listen, follow directions, take initiative, and problem solve.
- Exceptional accuracy and organization; can maintain efficient paperwork and filing systems.
- Possess Class 5 drivers license and clean abstract.
- Adaptable to different work environments; position requires work in office, warehouse, & yard settings

### **Job Responsibility:**

- Partake in all aspects of parts counter customer service functions.
- Manage the parts counter in an efficient and safe manner; always ensuring a clean and safe workplace.
- Complete accurate daily administrative requirements; sales invoicing, purchase orders, shipping & receiving.
- Ensuring stock maintenance is attained and identify potential improvements.
- Supervise received shipments, ensuring damage or discrepancies are reported.
- Communicate with vendors regarding availability of product and delivery schedules.
- Ensure parts & material requirements for all departments are met.

This position requires a positive team approach, attention to detail and working safely.

Academy Services offers competitive wages, stable work and a great work-life balance.

Please apply by emailing [jobs@academyservices.ca](mailto:jobs@academyservices.ca). Preference will be given to candidates with experience.

No phone calls please.