

Parts Manager/Support

Richards Equipment Inc.

Job description

Overview

Richards Equipment Inc. is a company rich in history and tradition. We have been supporting the agricultural and construction industries of York Region and Simcoe County for over 50 years. Richards Equipment Inc. is an authorized New Holland, Mahindra and Cub Cadet dealership specializing in the sale and service of agricultural, compact tractor, light construction and lawn and garden equipment. We are seeking a detail-oriented and experienced Parts Manager/Support person to join our parts support team. The ideal candidate will be responsible for managerial success of Richards Equipment Inc. parts business. This role requires an ability to build and maintain strong relationships with sales, service and our customers. This individual will be responsible for inventory management, showroom maintenance, parts warranty, and daily customer service.

At Richards Equipment Inc., no two days are the same. If you are passionate about a positive customer experience, have knowledge in agriculture and are team focused we invite you to apply.

Responsibilities

- Oversee the parts department, including the flow of paperwork.
- Assist with customer inquiries, and parts counter sales.
- Efficiently and effectively manage inventory.
- Assist technicians with parts order and supply.
- Utilize accounting software such as HBS.
- Execute daily cash/sales reconciliations.
- Other duties as required within the dealership.

Skills

- Previous parts department experience or similar experience.
- Experience with Electronic Parts Catalogues
- Excellent analytical skills with attention to detail.
- Ability to work independently as well as part of a team.

- Strong organizational skills and the ability to manage multiple tasks effectively.
- Good communication skills for collaboration with various departments within the organization.
- Agricultural experience is an asset.

We offer

- Paid health spending account
- Long Term & Life Insurance
- Positive work environment

Schedule

- Monday to Friday, alternating Saturday
- 8am to 12 noon, 1pm to 5:30pm (Monday-Thursday, Friday 5pm), 9am to 12 Noon (Saturday)

Experience

- College Diploma (preferred)
- Parts Department or Similar Experience: 5-7 years (required)

Final Details

Job Type:

- Full-time, Permanent

Pay:

- To Be Negotiated

Expected hours:

- 87 Hours (Bi-Weekly)

Education:

- AEC / DEP or Skilled Trade Certificate (preferred)

Experience:

- Parts Department or Similar Experience: 5-7 years (required)

Language:

- English (required)

Work Location:

- In person (823 Penetanguishene Rd, Barrie)

How to Apply:

- Send your resume to sarah.ferguson@richardsequipment.com