

NWRE INC

NORTHWEST RENTAL EQUIPMENT, INC.

● excellence ■ integrity ▲ service

Job Description – Parts and Inventory Coordinator

Job Title: Parts and Inventory Coordinator

Supervisor: Director of Asset Management

Essential Job Functions: Controls the flow of essential parts and equipment to ensure these items are available as needed for maintenance and other equipment-related production support. Responsible for receiving, logging, inventorying, and issuing parts and tools.

Job Functions/Duties:

- Ensure received items correspond to purchase orders and packing slips and address discrepancies as they arise. Troubleshoot late or incomplete shipments, incorrect parts, and parts description/ specification discrepancies with vendors and customers. Return incorrect parts to vendors.
- Assemble parts kits for pending PM job execution.
- Perform periodic cycle counts of parts inventory as randomly generated from CMMS. Communicate and properly document anomalies found in cycle counts. Track and identify cause of any missing inventory.
- Maintain parts and materials in such a manner as to minimize losses and damage. Ensure that returned inventory items are restocked properly.
- Review storeroom Key Performance Indicators and inventory reports in an effort to optimize storeroom operations. Identify parts that can be eliminated or stocked at lower levels.
- Operate vehicles to move inventory, including an electric indoor forklift and rough terrain forklift. Retrieve parts from remote storage locations in a timely manner.
- Maintain the security of the parts inventory while in the storeroom.

Job Requirements and Capabilities:

- High school diploma.
- Experience executing inventory cycle counts.
- Attention to detail and strong organizational skills.
- Ability to safely operate an electric indoor forklift and rough terrain forklift.
- Ability to communicate effectively at all levels
- Knowledge of parts used in an equipment maintenance and construction environment.
- Proficient PC skills and experience with MS Office software (Word, Excel, Power Point) as well as Computerized Maintenance Management Systems (CMMS).

Physical Requirements:

This position requires a person to sit or stand for long periods of time; handle and manipulate objects on a repetitive basis. Ability to lift 50 lb. Work indoors and outdoors.

James W. Fowler Co. is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the Company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. It is our policy to select the best person available for each job without regard to race, color, religion, national origin, sex, marital status, age, veteran status, sexual orientation, or the presence of any sensory, mental or physical handicap unless the factor involved would prevent the proper performance of the work to be assigned. All employees are hired, assigned, transferred, promoted, upgraded, and compensated solely on the basis of merit, ability, and length of service. James W. Fowler Co.'s goal is to maintain diversity in its workforce, we encourage qualified/qualifiable minorities, women and veterans to apply.