



We're Hiring – Join the HJV Team!

Parts/Inside Sales Rep

This position is for a full-time Parts/Inside Sales Rep in Alliston, reporting to the Parts Manager. The primary responsibility is providing parts support to the Service and Parts teams.

Key Responsibilities:

- Coordinate the acquisition of all parts for the Service department, working closely with both shop and field technicians. Source and/or order parts, pick orders, arrange for pickups and drop ships, determine best means of shipping. Keep Service department updated on parts status.
- Issue purchase orders, processes returns and credits
- Works with vendors for orders, back orders, following up on shipments, ordering technical manuals etc.
- Assists on Parts Counter with Parts sales for customers
- Conducts regular van inventory counts with field technicians
- Ensures efficiency and accuracy in PFW/CDK system entries
- On Saturday morning rotations during peak periods, and on-call rotation

Education, Knowledge and Skills:

- Post-secondary education or equivalent
- Minimum 1 year Parts experience a strong asset
- Strong understanding of PFW/CDK
- Minimum intermediate-level Excel skills
- Excellent organization skills and attention to detail
- Strong interpersonal, communication and relationship building skills
- Strong customer service skills
- Current driver's license and clean abstract

To apply for this opportunity, please forward your resume to hr@hjvequip.com