



Come Grow with Us!

Are you interested in a Parts career with a progressive, specialized agricultural equipment dealership?

HJV Equipment is a growing agricultural equipment distributor. Our vision is twofold and integrated: to become the premier specialized agricultural equipment distributor in the world, and to successfully train and develop our employees; enhancing their lives by providing them a rewarding and challenging work environment. As a leader in the specialized agricultural industry, we are looking for talented individuals to join our team.

PARTS CAREER OPPORTUNITY

We have an opening in our Parts department for a full time, one-year term **Shipping & Receiving** position at our Alliston office. This position would develop the successful applicant for a potential Parts Counter Sales role. Responsibilities include:

- Shipping and receiving of all parts, sorting parts for customers and shop technicians
- Performing inventory counts
- Parts invoicing, freight allocation, dealing with cross border issues
- Receiving of parts into the on-line management system
- Completing all required paperwork and documentation in an accurate and timely manner
- Managing parts returns working closely with Inventory Control
- Providing excellent customer service to customers, suppliers and other stores

The successful candidate should demonstrate the following:

- * Ability to lift 60 pounds
- * Strong computer skills
- * Administrative skills – data entry, numerical
- * Attention to detail
- * Thoroughness and persistence in completing tasks
- * Excellent interpersonal and communications skills
- * Strong organizational and problem-solving ability
- * Customer service skills – phone skills and face to face
- * Thrives in a fast-paced environment, works well under pressure

Start date: July 2018

To apply for this role, please submit your resume to hr@hvequip.com. We thank you for your interest in our position! Only those applicants who are selected for interviews will be contacted.