



**Come Grow with Us!**

**Warehouse Parts Coordinator**  
*Alliston, Ontario*

HJV Equipment is a growing agricultural equipment distributor in business for over thirty years. 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. HJV provides opportunities for exciting careers in a fast paced, technologically advanced industry with an industry leader. We are looking for talented individuals to join our team.

We have an opportunity for a full-time **Warehouse Parts Coordinator** in Alliston, Ontario reporting to the store General Managers

**Job Description:**

Under the supervision of the Production Manager, the position is primarily responsible for the receiving functions as well as parts administration support.

- Exemplifies and promotes HJVs core values: *Respect for Others, a Spirit to Serve and Continuous Improvement.*
- Understands HJV's vision and how this role can assist in achieving it.
- Receiving parts from manufacturer for production, conducting quality checks
- Sorts parts orders for assemblers/installers – notifies required persons when parts have arrived.
- Matches supplier invoices with packing lists and reviews for discrepancies
- Assists with parts returns and warranty returns, manages sales orders
- Ensure production schedule requirements have been met
- Performs inventory counts, meeting quarterly and annual count objectives. Makes required adjustments once authorized.
- Ensures all paperwork is completed in a timely and efficient manner; information is accurate and legible.
- Ensures signatures received on required documentation.
- Cutting purchased materials for production as required
- Creating pick lists and pull items as required for production
- On a daily basis, checks and updates the status of any backorders
- Ensures workplace is clean and organized
- Displays high quality of workmanship and professional image at all times.
- Ensures warehouse is kept clean and aisle ways are safe and free from debris, on a daily basis
- Work with all team members to maintain a clean and safe building and property at all times.
- Ensures adherence to all parts policies and procedures.
- Ensures adherence to Health & Safety policies and applicable legislation including working in a safe manner at all times.

## Requirements:

- High school diploma or vocational equivalent.
- Knowledge of and experience in shipping and receiving procedures and processes.
- Knowledge of inventory controls processes.
- Understanding of PFW software, Excel, Word and Outlook is an asset.
- Ability to lift 50 lbs.
- Excellent interpersonal and communication skills.
- Attention to detail
- Strong numerical aptitude
- Strong organizational skills and time management
- Excellent customer service skills

If you are interested in joining a company with a family culture, committed to employee development, we'd like to hear from you. We offer a competitive benefits package including Health, Dental, LTD, Life, Extended Health Care, Registered Retirement Savings Plan, Employee Assistance Program, Discount Program and other perks. For more information on HJV Equipment please visit [www.hjvequip.com](http://www.hjvequip.com).

*To apply for this opportunity, please forward your resume to [hr@hjvequip.com](mailto:hr@hjvequip.com). Accommodations are available on request for candidates taking part in the recruitment process. Thank you for your interest in HJV Equipment!*