

Parts Associate – Alberta Location

About Us:

CanCrete Equipment Ltd. headquartered in Mississauga, is a leading supplier of parts and equipment for Canada’s concrete pumping market. We offer solutions to the concrete industry, be it through new equipment, used equipment, rentals, parts, service, or simply providing advice when needed.

The Role:

Support Service Manager and Technicians with any parts and documentation necessary to complete servicing of equipment. Support parts team with inside parts sales as appropriate. Ensure proper order picking/packaging, shipping/receiving, to ensure efficient warehouse workflow.

Key Responsibilities:

- Leverage technical knowledge and experience to trouble shoot customers parts needs
- Use product knowledge and technical manuals to determine the required parts
- Prepare, send out and follow up on quotes to the customer in a timely manner
- Maintain supportive/productive relationships with customers,
- Initiate parts transfer requests pending stock availability
- Work with other locations as needed to fulfill customer inquiries and orders
- Review all pending and shippable sales orders and ensure business KPI’s are being met
- Administer parts to technicians and assign parts to appropriate work orders
- Send parts orders/requests to purchaser
- Notify customers that orders are ready for pick up as needed
- Take payments as needed
- Fulfill customer orders, outbound shipping, inbound receiving, staging of products and all related documentation
- Sign for incoming courier packages and verify goods received
- Maintain warehouse including putting away stock, sweeping, organizing supplies, and garbage disposal
- Perform inventory cycle counts
- Participate in warehouse meeting, and service meeting – inputting to and executing action plans as appropriate
- Forklift operation
- Part/equipment deliveries and pick-ups
- Customer service

TORONTO | HQ

1810 Meyerside Drive
Mississauga, ON L5T 1B4
P. 416.749.2843

CALGARY

285121 Wrangler Way
Rocky View County, AB T1X 0K3
P. 587.471.7867

MONTREAL

1855 Rue Cunard
Laval, QC H7S 2C7
P. 514.884.0076

VANCOUVER

13885 115 Ave. Unit 7 & 8
Surrey, BC V3R 0R8
P. 604.262.1813

ORANGEVILLE

150 Centennial Road
Orangeville, ON L9W 5K2
P. 519.942.8844

Qualifications:

- Minimum high school diploma although post-secondary education is an asset
- Forklift experience
- 2+ years experience in a parts/warehousing role
- An understanding of concrete, construction, and concrete pumping would be an asset
- SAP system experience would be an asset
- Interpersonal, oral, and written communication skills
- Parts Associate Job Posting – CanCrete Alberta
- Ability to prioritize and manage time and assignments
- Engages and operates with a high level of integrity and reliability
- Proficiency in using Microsoft Office Suite applications
- Position may involve repetitive bending and an ability to lift up to 50lbs
- Valid G driver's license

What We Offer:

CanCrete Equipment Ltd. offers a competitive salary, a company sponsored pension matching program, a complete benefits package and great career advancement opportunities. The chosen candidate will have a seat at the decision-making table for a high growth company and ability to make a difference in the direction of CanCrete. Hands on equipment training (on/off job site, and OEM) will be provided.

CanCrete values diversity and the contribution of all team members through regular performance reviews, career planning, lunches, BBQ's, and gift cards.

CanCrete is committed to an inclusive workplace that values and promotes diversity. We believe that our workplace should reflect the communities we serve, and we strive to build and nurture a culture where employees feel empowered and valued.

Job Types: Full-time, Permanent

Pay: \$33.00-\$34.00 per hour

Expected hours: 42.5 per week