

PhiBer Manufacturing

JOB DESCRIPTION

February 9, 2023

POSITION TITLE: Parts Manager

SUMMARY OF THIS POSITION

Under the supervision of the President, the incumbent will work individually to manage the Parts Department. This incumbent will also work with a team of individuals to coordinate the sales and shipment of PhiBer parts. There will be regular interaction with the Purchasing and Production Teams.

LOCATION:

The job will be carried out on site in Building B.

OUTLINE OF DUTIES

Manage the Parts Department:

- The President will communicate with the incumbent the areas of priority. The following are specific areas of requirement:
 - Answer parts calls
 - Forward facing to the customer
 - Parts support
 - Receive calls and complete sales
 - Product training and support
 - Assist customers with parts related questions
 - Parts team leadership
 - Lead the Part Department
 - Paperwork and administration
 - Complete necessary paperwork
- It will be their duty to carry out the tasks in the most efficient and productive way possible.

Administration:

- Perform administrative duties for the position such as:
 - Prepare importation documents
 - Prepare trucker documents
 - Arrange truck freight

Perform other related duties as requested.

SKILLS AND KNOWLEDGE

Basic Knowledge

The position requires the incumbent to have knowledge of, and experience with, the Microsoft Office package. Experience working with computer-based applications such as EPICOR is an asset. The ability to communicate well both orally and in writing is required.

Comprehension and Judgment

The work requires the ability to solve problems and to make independent decisions on a daily basis. Errors in decision making may cause loss and inconvenience to customers as well as the flow of production.

CONTACTS

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

PHYSICAL

Work requires routine interaction with staff in sales, production, assembly and administration. It also involves sitting at a desk. Sometimes physical effort is required in carrying out parts related duties such as walking and occasionally lifting as the product is prepared for shipping and receiving.

TRAVEL

This position may require occasional trips to Sarles, ND to send and retrieve PhiBer parcels.

RENUMERATION

This position would be an hourly position.

- Wage dependent upon experience.

BENEFITS

This position would have access to Health, Dental and PPE benefits as well as 2 (two) weeks of paid vacation per year.