

## Parts & Logistics Associate – Calgary 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. We are looking to add a service focused Parts & Logistics Associate to our Alberta location!

### 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:

- Use product knowledge and technical manuals to determine the required parts
- Administer parts to technicians and assign parts to appropriate work orders
- Creating work orders, machine cards as equipment arrives and on-site work orders
- Leverage technical knowledge and experience to troubleshoot parts needs
- Assist in preparing quotes for customers 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
- Order miscellaneous parts for technicians
- Send parts orders/requests to purchaser
- Close work orders once complete
- Notify customers that equipment is ready for pick up
- Take payments as needed
- Fulfill customer orders, outbound shipping, inbound receiving, staging of products, and all related documentation
- Participate in warehouse and service meetings – inputting to and executing action plans as appropriate
- Sign for incoming courier packages and verify goods received
- Part/equipment deliveries and pick-ups

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#### TORONTO | HQ

1810 Meyerside Drive  
Mississauga, ON L5T 1B4  
P. 416-749-2843

#### ORANGEVILLE

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

#### 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

- Maintain warehouse including putting away stock, sweeping, organizing supplies and garbage disposal
- Perform inventory cycle counts
- Forklift operation
- Customer service

## **Qualifications:**

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

## **What We Offer:**

- Competitive salary
- Company sponsored pension matching program
- Complete benefits package
- Annual bonuses
- Lunches, BBQs, and gift cards
- Great career advancement opportunities
- A seat at the decision-making table for a high growth company and ability to make a difference in the direction of CanCrete

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.