

## Junior Parts Associate – Orangeville

### 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:

As a Junior Parts Coordinate at our Orangeville location you will play an essential part within CanCrete by using your knowledge and skills to advise and assist Canadian customers with supplying accurate parts while providing outstanding customer service.

### Key Responsibilities:

- Leverage technical knowledge and experience to trouble shoot customer 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
- Escalate customer feedback (quality, price, lead times, stock levels, etc.) for appropriate resolution
- 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
- Understand supplier and manufacturer promotions, pricing structures, ordering requirements, inventory levels, and communicate with other departments about changes as required
- Send parts orders/requests to purchaser
- Notify customers that orders are ready for pick up as needed
- Take payments as needed
- Support outbound shipping, inbound receiving, staging of products and all related documentation
- Sign for incoming courier packages and verify goods received
- Perform inventory cycle counts
- Participate in parts meeting – inputting to and executing action plans as appropriate

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#### VANCOUVER

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

#### CALGARY

20 Heatherglen Crescent  
Rocky View County, AB T1X 3C8  
P. 587.471.7867

#### 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

- Forklift operation
- Part/equipment deliveries and pick-ups

**Qualifications:**

- Minimum high school diploma although post-secondary education is an asset
- Forklift experience
- Experience reading manuals, ordering and/or selling parts
- 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
- 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

**Rate of Pay:** \$20.36/hr - \$27.15/hr

**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.

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.