

# Crane Parts Administrator

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## Job Description

### Job Summary

Part Administrator

Currently we are seeking a hard-working individual with some mechanical experience.

### Responsibilities:

- Parts look up and ordering
- Maintaining good vendor relationships
- Maintaining inventory counts
- Maintaining onsite inventory and ordering
- Make purchase orders, order parts, receiving
- Parts running
- Work closely with mechanics and fulfill parts needs in a timely manner

### Responsibilities of our Parts Administrators:

Our parts administrators need to be capable of wearing many different hats. We need someone who is knowledgeable in the use of Excel, has the capability to place orders, maintain good relationships with our vendors and mechanics and can easily multi-task.

- Ability to work independently and take direction when necessary.
- Demonstrate a good appearance, professional manner and follow all safety guidelines at all times.
- Ability to recognize crane and truck parts.
- Exceptional customer service skills.

### Qualifications of our Technicians:

- The ability to lift 50+ pounds though out the day is required.
- Knowledge of heavy equipment parts, crane parts are a plus.
- A valid driver's license and good driving record is required.
- Basic computer skills including Excel, preferred for data entry into maintenance systems.
- Regular, predictable, full attendance is an essential function of the job.
- Ability to work overtime and weekends and out of state when needed.

Job Type: Full-time