



Posting Date: September 22, 2017

Position: Parts Coordinator

Department: Mill Creek Maintenance

Job Description Summary: This maintenance position requires technical knowledge, data input and organization, purchasing, and maintenance administration activities. Some of these activities include issuance and review of equipment bids, data collection, work organization and spare parts inventory management for the facility.

Primary Responsibilities/Accountabilities:

1. Parts Purchasing
2. Provide measurable asset management activities required to create and organize a reliable, quick-response parts storage and retrieval system.
3. Perform research, gather background information, and solicit bids on various maintenance projects and assigned tasks. Based on information gathered, develop alternatives, propose solutions, and recommend course of action.
4. Maintain appropriate inventory of maintenance shop tools, materials, supplies and spare repair parts.
5. Perform various filing, work order tracking, and spreadsheet preparation functions.
6. Collaborate with the maintenance staff in all departments to communicate all necessary parts information clearly and effectively.
7. Maintain the order, cleanliness, and general condition of the spare parts area for the DC including physical handling of parts, coordination of records and shelf labeling.
8. Perform inventory assessment and reporting of parts used during fiscal periods as required to maintain efficient records.
9. Executes all maintenance requisitioning of equipment/parts; monitors status of materials and contract services.

10. Manages spare parts program; including identification of critical inventory, optimal stock levels, min/max levels and obsolete parts.
11. Make safety/repair recommendations to maintenance manager/supervisor.
12. Perform other work as required.

Environment:

1. Associate must be self-motivated and demonstrate initiative to perform work without close supervision.
2. Associate should be effective in dealing with recurring problems.
3. Must be able to crawl, bend, lift heavy items (up to 50 lbs.), withstand heat, climb, and work at heights up to 50 ft.
4. Fast paced with numerous interruptions and demands.

Skills:

1. Must possess excellent technical proficiency and mechanical aptitude skills along with considerable organizational aptitude.
2. Must demonstrate effective oral and written communication skills.
3. Must possess ability to acquire reasonable skills with standard equipment and hand tools specific to the area of assignment.
4. Ability to follow oral or written instructions.
5. Knowledge of basic computer skills

Qualifications & Experience:

1. 2 - 3 years' maintenance experience
2. Must be experienced with MSWord, Excel, & Windows as well as CMMS.

Monday through Friday 7:30 a.m. to 4:00 p.m.

Interested applicants should send resume to jobs@yuengling.com