



EQUIPMENT & REPAIR SERVICE

W H E N Y O U N E E D I T N O W .

Parts Counter Associate

Here at Sargent's Equipment & Repair Service, we strive to do nothing but the best, it's what we do! As we grow, we want a Parts Counter Associate to join our team. We offer competitive pay along with benefits and much more. If you're looking to join a team environment and show your skills, then this is the home for you. Below you will see the Benefits we offer along with Responsibility and Requirements we are looking for.

Overview:

Sargent's Equipment & Repair Service always provides the highest level of service expertise. Our factory trained technicians are exceptionally skilled and knowledgeable. Specializing in the scrap, recycling and demolition industries, we work with customers within the Midwest Region across the nation.

Position Summary:

The individual in this position should be knowledgeable, personable, and friendly. Individuals will be responsible for assisting customers and mechanics in finding the appropriate parts for their equipment. Should have the ability to read and interpret documents such as parts breakdowns, operating and maintenance instructions and work orders. Individuals should have the ability to speak effectively with customers or employees. Technical English language skills required. To perform this job successfully, an individual should have knowledge of word processing software, dealership inventory software and spreadsheet software. This position is Monday through Friday, for hours 6-4:30pm

Benefits:

- Above Industry pay
- 401(k)
- Dental insurance
- Health insurance
- Opportunities for advancement
- 9 Paid Holidays

North Branch:

Office: 847-844-4131

Fax: 847-844-4132

155 Industrial Drive

Gilberts, IL 60136

www.SargentsEquipment.com

South Branch:

Office: 708-758-2062

Fax: 708-758-2676

281 E. Sauk Trail

South Chicago Heights, IL 60411



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- Weekly Pay
- Vacation
- Year End Bonus (based on Performance)
- Paid Training

Responsibilities:

- Work with customers and division managers to ensure all parts orders are handled properly
- Maintain correct level of shop and safety supplies
- Keep parts area and counter clean, neat and orderly
- Prepare quotes for both internal jobs and counter parts sales
- Shipping/receiving, hose assembly and inventory storage
- Communicate with division managers and route driver
- Notify Service manager and vendor if there is a discrepancy
- Communicate immediately with Division managers/ route drivers
- Oversee tool room and keep current tool sign out records
- Manage shop tool warranties and oversee tool replacement program
- Participate and complete training as required and/ or available
- Check in all part orders received so we are getting what we are paying for.
- Work with the machine shop managers to make sure their orders or quotes are handled in a timely matter
- Work with all suppliers on pricing on a ongoing basis

Requirements:

- Have experience with Heavy equipment or Truck parts is a plus
- Proven organization skills
- Ability to communicate with clients and employees
- Assist clients when they arrive in a timely manner
- Mid-level experience or higher is a plus
- Perform time-managed duties with the ability to multi-task

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