

American Equipment Service-Hiring a Parts Management Associate for its Sabina, Ohio location. A family owned and operated Agricultural Equipment Dealership, serving the community for 27 years. A full-time position with benefits, and **Career Advancement** opportunities.

A Parts Associate Management position with the responsibilities to:

- Gain superior knowledge of database and inventory system
- Work closely with technicians to build quotes, order parts, distribute inventory to appropriate work orders and stations.
- Invoice customers, verifying information against invoices, orders, and records.
- Accurately receive incoming stock and special orders.
- Effectively organize and monitor incoming and outgoing inventory.
- Perform inventory counts throughout the year, and maintain stock levels.
- Provide excellent customer service by providing order updates, to maintain customer loyalty, and relationship development.
- Accurately, pick, package, and ship out orders using the appropriate shipping method.
- Receive incoming shipments and correspond with shippers and vendors to rectify damage and shortages.
- Maintain a clean and organized workplace.
- Benefits include: Paid Vacation, Matching 401K, Paid Holidays, Health Insurance.