

Longhill Energy is pleased to present the opportunity to one lucky candidate to join our small family in the position of Parts Manager. We are a stable and well-established Ottawa based company of 40 years and are still growing. We are looking for an experienced, energetic, goal-oriented team member. The parts consultant is the front-line representation of the parts department and is responsible to provide consistently high levels of customer service and information to all parts customers. The parts consultant has a duty to ensure the parts department is in a constant state of readiness through identifying trends of parts needs and ensuring all inventory is accurately counted and in its proper location.

Job Type: Full-time

Salary range: \$40,000 to \$50,000 annually.

Experience:

- Parts Management: 5 years (Preferred but not necessary)

Responsibilities and desired attributes:

- Assisting our team by providing our clients with quotes and processing orders.
- Looking up parts on various online catalogs for a wide variety of equipment types.
- Sourcing and invoicing parts.
- Maintaining inventory accuracy.
- Must have a high attention to detail.
- Work well in a team environment, but also can work unsupervised.
- Self starter * Punctual and strong attendance record.
- Being mechanically inclined is required.
- Must be organized and able to multi-task in a fast paced and demanding environment.
- Able to provide excellent customer service. An ideal candidate will have a minimum of 5 years of Parts experience as well as excellent communication and organizational skills.
- Counter sales to Customers and Technicians.
- Stocking and locating Inventory on shelves.
- Process payment transactions.

- Positive attitude. Team player with excellent written/verbal communication and interpersonal skills with the ability to foster strong working relationships.
- Assist in the loading and unloading of deliveries.
- Gain experience working for a locally owned and operated company who strives to promote a healthy work-life balance.
- Other duties not limited to the above mentioned.

Working Requirements

- Must be physically capable of lifting up 50lbs regularly.
- Fork lift operation. Experience preferred but not necessary. Training certification will be provided to the selected candidate.
- Use of computer and knowledge of Microsoft Office and ability to utilize new software with training.
- Ownership of a reliable vehicle.
- Gas-fitters license an asset
- Mechanical HVAC experience an asset
- Bilingualism an asset.

What We Offer

- Competitive salary.
- Comprehensive benefits package.
- Car allowance.

Please apply in confidence to:

solutions@longhill.ca

We thank all applicants in advance for their interest in joining our team although please note that only those selected for an interview will receive a response.