



Parts Person Apprentice Year 1

Location: Edmonton, AB: 10931 – 184 Street

Hino Central, Canada's largest Hino truck sales group, is looking for a first year Parts Person Apprentice to join our team at our Edmonton location. This is a full-time, permanent position.

The Parts Person Apprentice will be responsible for stock handling, identifying and cataloging parts and assemblies as well as ordering, receiving, inspecting, sorting, pricing and selling parts.

Main responsibilities:

- Sells supplies and parts,
- Orders parts and keeps inventories,
- Receives supplies and stores them according to a prearranged system,
- Organizes and ships exchange parts and returns,
- Keeps price lists and catalogues updated,
- Create invoices, estimates, maintain records, and receive payments
- Work with Service Advisors and Technicians to plan for parts order if necessary
- Answering phones and taking orders
- Effective communication with internal and external customers

Qualifications:

- Registered as an Apprentice, or intent to register, with the governing body
- Previous parts experience is an asset
- Previous forklift training and experience is an asset
- Must be knowledgeable in the use of all in-house equipment, including computers, including Excel & Word, calculators, facsimile (fax) and materials handling equipment
- Able to contribute to the operation and principles of operation of the business
- Valid Driver's License (minimum of Class 5) and Driver's Abstract acceptable to TDF Group's Driver and Vehicle Safety Program
- Pre-hire Criminal Security Clearance and Credit Check is required

To apply, please send your resume to:

Human Resources

E-mail: recruitment@hinocentral.com

We thank all candidates for their interest; however, only individuals with appropriate qualifications and experience selected for an interview will be contacted.

