

Parts & Inventory Assistant:

This position works closely with the Parts and Inventory Coordinator in the ordering and/or purchase of parts, supplies, materials and services; maintaining and controlling parts inventory; and maintaining records according to the Triangle Transit policies and procedures.

Responsibilities include (but are not limited to):

- Utilize the maintenance management system to assist in planning and implementing physical inventory control and maintain the organization of the storeroom, warehouse and facility inventory.
- Receives delivered products and verifies accuracy of purchase. Unloads freight trucks with forklift.
- Contact vendors and resolves inconsistencies between orders and deliveries.
- Enters and maintains computerized logs and database files for tracking and reporting for Maintenance.
- Place orders and negotiate best prices and delivery terms;
- Purchase repair parts and supplies as directed by the Parts and Inventory Coordinator, Maintenance Manager and/or Maintenance Supervisor.
- Reviews vehicle maintenance and facility work orders.
- Issues parts to mechanics as needed.
- Maintains parts catalogues and their updated records of superseded stock/numbers costs.
- Writes requisitions for approval of funds for specific purchases or record purchases made under blanket authorization purchase orders with frequently used vendors.
- Ensures the general cleanliness of parts storage facilities, including sweeping, mopping and dusting.
- Performs other duties as assigned.

Minimum Knowledge, Skills and Abilities:

This position requires a High school diploma or GED with two years of related experience. Knowledge of inventory control procedures, purchasing, and experience in the transportation industry desirable. Candidate must be able to communicate effectively orally and in written form with government officials, staff, vendors, and the general public. A working knowledge of PCs including the Microsoft Office Packages is required. Must have a good driving record and a valid NC driver's license (CDL preferred). Report to work during adverse weather conditions required.