



Compression Leasing Services

Job Title:	Parts and Inventory Control Administrator	Job Category:	Non-Exempt
Reports To:	Director of Parts and Inside Sales	Travel Required:	Sometimes
Location:	Conroe, TX	Position Type:	Full Time
Level/Salary Range:	Depending on Experience		

Job Description

ROLES AND RESPONSIBILITIES

Compression Leasing Services, Inc. is looking for a detail oriented and an extremely motivated individual to work with our parts and inside sales team. The ideal candidate for this position will have a mechanical background and provide effective customer service both internally and externally. It is crucial that this person have strong communication skills, both written and oral and be comfortable on the phone. This position will be an integral component of the CLS team by providing accurate details of on-hand inventory, inventory in-transit, and partner effectively with the Sales Team to drive territory coverage.

This person will also be responsible for the following:

- Coordinates activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, and advertising, for establishment: Reviews requisitions.
- Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule.
- Estimates values according to knowledge of market price.
- Determines method of procurement, such as direct purchase or bid.
- Prepares purchase orders or bid requests.
- Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.
- Maintains manual or computerized procurement records, such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
- May expedite delivery of goods to users.

Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ESSENTIAL FUNCTIONS

- Must be able to lift 50 pounds unassisted
- Must be able to sit and stand for up to 4 hours at a time
- Ability to crouch, twist, bend, kneel and stoup for extended periods of time while moving packages
- Must have a valid driver's license and a clean driving record
- Must be able to use a computer for 4 hours at a time
- Must be able to operate a vehicle safely for extended periods of time. This will include operating a full size truck and pulling and backing loaded trailers.
- Ability to work outdoors in sometimes inclement weather

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or equivalent experience is required. Must have a minimum of 1-2 years of shipping and receiving experience. Strong computer skills and proficiency in Microsoft Office Suite is required, experience with SAP and previous procurement experience is preferred. Knowledge of Conroe area and businesses a plus.

BENEFITS

Compression Leasing offers a competitive compensation and benefits package including health, vision, dental and 100% employer paid life and disability insurance.

Compression Leasing is an Equal Opportunity Employer.



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