



JOB POSTING – PARTS ADVISOR

Employees of JADE+ have the opportunity to be part of our growth while gaining excellent experience, having the opportunity to **learn and develop** and be **challenged daily**. JADE+ also offers competitive remuneration, comprehensive benefits packages, technical development, team building events and recognition of achievements. If you like pushing your knowledge limits, thinking outside the box and solving real problems, JADE+ is the place for you.

The **Parts Advisor** takes care of a variety of tasks and processes to help all departments while providing front-end customer service. This position requires the employee to be professional, courteous and systematic. They must have **strong customer-service skills** and an aptitude for dealing with **computers and software**. They must be willing to work as a team member in multiple areas of the company and finish what they start.

DUTIES AND RESPONSIBILITIES:

- Process parts inquiries over the phone from customers and service department.
- Shipping and receiving of parts including courier shipment processing.
- Systematic data entry in company-specific software.
- Reading parts manuals and schematics to find part numbers.
- Sourcing parts and troubleshooting with customers.
- Organize and schedule service work orders.
- Creating and following Standard Operating Procedures.
- Filing & completion of office forms and work order files.
- Assist in office and parts department as required to ensure efficient day-to-day operation of the office.

EXPERIENCE & EDUCATION REQUIRED:

- 1-2 years of work experience required.
- College Diploma in Mechanical, Electrical, Hydraulics required, co-op preferred.
- New Post-secondary graduates considered.
- Full understanding of Microsoft Office Suite (**Word, Excel, Outlook**).
- Must have excellent **organizational skills**, be **systematic**, and be able to **prioritize**.
- Knowledge of French language an asset.

To learn more and see if JADE+ is a good fit for you please visit our website at www.jadeplus.ca.

To apply, please send a unique one page cover letter describing why you are an ideal candidate for the position and a brief list of your career goals with your resume using our online form at jadeengineers.com/careers/ or email to careers@jadeplus.ca.