



Job Title: Inside Parts Sales / Inventory Manager

Hours: 40 Hour Week

Salary: Commensurate with experience

Benefits: Health Insurance
401K with match
Paid Vacation / Holidays
Disability / Life Insurance
Performance Bonus Program

Summary of Job Responsibilities: Parts and equipment purchasing for service department and stock, fill and ship outside parts orders, inventory and equipment management and control, shipping and receiving.

Work Activities: The Inside Parts Sales / Inventory Manager is responsible for fielding and fulfilling phone and internet requests for parts and supplies as well as ordering parts, equipment and supplies for service department and for stock. This position is responsible for management of company stock parts inventory and shipping and receiving of materials and supplies.

Position Requirements: The Inside Parts Sales / Inventory Manager must have a high school diploma or equivalent. He/She must also have a desire to participate in on-going training, the ability to communicate effectively and a positive attitude. Initial drug testing and ongoing random drug testing is required per company policy and procedure.

Must be detail oriented and have an understanding of administrative work flow utilizing Microsoft Word, Excel, and Outlook. Prior Sage 100 software experience is a bonus. Experience with various brands and models of commercial boilers and related equipment as well as knowledge of industrial burners and ovens is a plus.

Qualified Applicants: Please email your resume and cover letter to jobs@boilerspecialists.com. A confirmation of receipt will be sent and all inquiries are confidential. Boiler Specialists, Inc. is a Drug-Free Workplace and Equal Opportunity Employer.