

AUTO PARTS DEPARTMENT COORDINATOR

Collision Care Xpress is growing! Collision Care Xpress is a full-service collision center providing the latest auto body repair for gas and electric vehicles from modern 80,000 sq ft facilities in central Broward County. We are looking for an energetic, courteous, responsible, and detail-oriented **Parts Department Coordinator**. Collision Care Xpress is committed to your success and invested in your future. We provide the opportunities, resources, and support you need to grow and develop professionally.

Position Overview/Job Summary:

A **Parts Department Coordinator** is responsible for verifying and distributing parts in a timely, accurate and efficient manner and in accordance with shop procedures, which allows teammates to complete repairs in a timely manner.

Duties & Responsibilities:

- Responsible for ordering parts from preferred vendors with a constant sense of urgency, confirming orders with vendors beginning, mid and end of each day holding them accountable to times and delivery
- Check in, tag and distribute parts immediately upon receipt or by 9am for overnight deliveries
- Inspect all parts for damage and quality/accuracy
- Verify correct parts with mirror match within 2 hours of receipt
- Label and distribute/exchange parts to Parts Carts/Containers and deliver to work stations while confirming arrival and accuracy with technicians
- Post and scan parts
- Return and re-order incorrect or damaged parts
- Track incomplete order status (outstanding orders, backorders, and credits) and follow up as necessary
- Complete parts hot runs as necessary
- Maintain pending credits at zero
- Keep work area clean and well organized
- Attend/collaborate with team during production and/or training meetings
- Perform other duties as assigned; comply with all safety rules and standards

Qualifications:

- Must be at least 18 years of age
- Valid driver's license required
- Open to applicants who do not have a high school diploma/GED
- Ability to meet physical demands of position, including standing, bending, stooping and moving for extended periods of time
- Ability to effectively communicate with others, oral and written, via phone, email and in-person
- Ability to read and understand instructions, written estimates and work orders
- Multi-tasking; adapts easily to fast-paced environment
- Experience with and able to work with computers and technology
- Maintain a well-groomed, professional appearance

Working Conditions:

Position is based on a normal collision body shop environment. Position requires physical activity such as reaching below and above shoulder level, kneeling, squatting, bending, stooping and moving for extended periods of time, and lifting and carrying objects over 50 lbs is a part of daily activity. Required to wear protective equipment when necessary. Working environment consists of exposure to fumes, chemicals and dust, along with high levels of noise and subjectivity to weather conditions both inside and outside. Visual acuity to determine the accuracy and thoroughness of the work assigned is a must.

Opportunities for Career Growth:

Our associates have many choices for career growth and development after success as a **Parts Department Coordinator**. Future opportunities may include:

- Collision Repair Technician – apprentice

- Parts Department Supervisor
- Mechanical Technician
- Customer Service or Sales Representative
- Estimator - apprentice