



Parts Counter Representative

Department: Parts

Location: Williston, ND

Pay: \$15-20/hour, DOE

Interstate Companies, Inc., is a dynamic organization that provides rewarding careers for approximately 1,400 employees in its corporate office and five operating units – Interstate Assembly Systems, Interstate Bearing Systems, Interstate Industrial Systems, Interstate Power Systems and I-State Truck Center.

As we have since our founding in 1957 as one of the world's first Detroit Diesel Engine distributors, we continue to recruit career-oriented individuals who want fulfilling work and opportunities for professional growth. Our employees' commitment to the company and its "Pride in Service" motto helps Interstate Companies deliver exceptional customer service every day.

Parts Personnel fulfill a critical role in our operations by providing excellent assistance to our customers, referencing part numbers, and pulling and shipping orders. They also provide support to the service department. This is a critical position in ensuring that the company is able to locate and secure parts for jobs to be completed in a timely manner. Making sure we can access the parts in an efficient and cost effective manner ensures we are representing our customer's best interest.

Position Duties:

- Lookup, price, and purchase parts for on highway diesel trucks, off-highway and mining equipment
- Fill requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to technicians
- Enter and pick customer orders from stock
- Drive to local vendors and pick up parts and material for orders

Desired Skills and Qualities:

- Knowledge of inventory control processes plus shipping and receiving
- Uphold standard work schedule

Requirements for Position:

- High school diploma or equivalent
- Excellent communication skills (written and verbal)
- Previous computer experience, preferably using Excel, Word, Outlook, etc.
- Lifting requirement of 50 pounds

Benefits:

- Competitive compensation
- Uniforms
- Tuition assistance
- Broad range of health (medical, dental and vision) insurance options
- Flexible paid time off and paid holidays
- 401(K) with company match

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Interstate Companies is an Equal Opportunity Employer and we encourage all qualified and interested persons to apply for this position by submitting a resume for consideration.

Interested? Please email your most recent resume and contact details to joy.thomas@istate.com and put in "Parts Counter Rep" in the subject line.