



Mass Excavation Shop Parts Coordinator

The Parts Coordinator will perform a wide range of administrative and office support activities for this busy civil construction company to facilitate the efficient operation of the organization. Full Time position (40-50 hrs/wk).

Responsibilities:

- ◆ Answer, screen and transfer inbound phone calls
- ◆ Heavy Equipment parts ordering
- ◆ Parts organization & inventory
- ◆ General clerical duties
- ◆ Maintain electronic and hard copy filing system
- ◆ Retrieve documents from filing system and handle requests for information and data
- ◆ Pick up and deliver parts as needed
- ◆ Other duties related to day-to-day operation and maintenance of a busy shop

Qualifications:

- ◆ Able to lift 50 lbs
- ◆ Must be dependable and have strong work ethic
- ◆ Valid Driver's License with clean driving record
- ◆ Heavy equipment experience preferred

Successful candidates will have:

- ◆ Strong attention to detail
- ◆ Self motivated
- ◆ Goal oriented
- ◆ Able to multi-task and be flexible with good working attitude
- ◆ Must be willing to work outside as needed and not be afraid to get dirty
- ◆ Microsoft Excel experience

Key Competencies

- ◆ Previous equipment parts experience
- ◆ Previous construction/heavy equipment experience
- ◆ Reliable/punctual
- ◆ Honest/hard working
- ◆ Communication skills - written and verbal
- ◆ Planning and organizing
- ◆ Prioritizing/multi-tasking
- ◆ Problem assessment and problem solving
- ◆ Attention to detail and accuracy, able to ask questions and take direction
- ◆ Flexibility/adaptability
- ◆ Willing to put in overtime when required
- ◆ Teamwork/ respects others and company time

Alaska/local applicants only.

Mass Excavation, Inc. is an equal opportunity employer committed to affirmative action. Employment decisions are made according to qualifications without regard to race, color, sex, national origin, religion, marital status, age, disability status, veteran status, or any other characteristic protected by law.

We also participate in E-Verify.

Mass Excavation, Inc. is committed to maintaining the highest standards of workplace safety and efficiency and promotes a drug-free workplace. Pre-employment and random drug testing is required.

Mass Excavation, Inc. is looking for a full time parts coordinator to add to our team. Must have own transportation, be well organized, detail oriented, accurate & able to work independently, Excel and Word experience helpful. EOE & drug free workplace. Salary Range: DOE plus benefit package. Email resumes: admin@davisconstructors.com or Fax: 561-3620.