



Job Title: Parts Coordinator
Reports To: Maintenance Support Manager
Department: Maintenance
Location: Oxnard, CA

Job Summary

Parts Coordinator is responsible for maintenance parts ordering and bookkeeping, maintaining stock of all critical spare parts, use of maintenance inventory management system, tracking of preventative maintenance program, assist in maintaining maintenance documentation (hard copy and electronic), and maintain cleanliness and organization of the maintenance shop. Parts Sourcing and vendor relations.

Essential Duties & Responsibilities

- ❖ Work with maintenance personnel to identify spare parts and parts for repair.
- ❖ Work with vendors, obtain quotes, obtain required approvals and signatures, handle emergency shipping/receiving, work with purchasing to ensure timeliness and accuracy of all ordered parts, and follow through with paperwork trail to ensure proper accounting and payment.
- ❖ Review vendor invoices to ensure proper authorization for payment
- ❖ Utilize CMMS for parts management and work order facilitation
- ❖ Maintain existing and develop new relationships with vendors to maximize efficiency and profitability
- ❖ Maintain maintenance spending system and report on status versus budget
- ❖ Assists in the installation and implementation of systems used to support the management of inventory accuracy
- ❖ Periodic physical inventory counts to verify versus system
- ❖ Make recommendations for ordering of existing or new parts.
- ❖ Assist maintenance personnel with projects as needed.
- ❖ Interfaces with other departments and locations to ensure maximum maintenance support
- ❖ Travel to vendors to secure urgent parts as needed
- ❖ Travel as needed.

Minimum Qualifications & Requirements

- ❖ Experience in a facility or business securing, ordering, and maintaining a large quantity of parts.
- ❖ Solid planning, organizing, and time management skills.
- ❖ Experience with inventory management programs.
- ❖ Ability to work in teams.

- ❖ Excellent written and verbal communication and interpersonal skills.
- ❖ Track record of safety as a priority.
- ❖ Experience working with users and suppliers of conveyors, pumps, motors, bearings, chains/sprockets, etc.
- ❖ Familiarity with a wide range of parts and equipment
- ❖ Willing to travel.
- ❖ Microsoft Office and PC's skills.
- ❖ Flexibility and ability to perform a wide range of tasks.
- ❖ Ability to work under pressure.
- ❖ Experience identifying or being part of teams focusing on continuous improvement and cost reduction.
- ❖ Ability to communicate in English and Spanish.
- ❖ CMMS Experience

Working Conditions

- ❖ Fast paced cold and wet environment.
- ❖ Food facility requires food safe behavior.
- ❖ Mitigating issues and conflicts with employees/contractors.