Parts clerks supervisor

Limitless Tire Ltd

Job ID
10228

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LOCATION	DATE POSTED	EXPIRY DATE
Unit 8, 1231 36 Avenue NE, Calgary, AB| Alberta	22-07-2026	18-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50 - 40.00 per hour	2 years to less than 3 years	College/CEGEP

Job Details

We, Limitless Tire Ltd., are looking for a dedicated candidate for the position of full-time Parts clerks supervisor.

Employer: Limitless Tire Ltd.
Position: Parts clerks supervisor (NOC 12013)
Vacancies: 1
Terms of Employment: Full-time (30 to 40 hours per week), Morning, Day, Afternoon
Hourly Wage: $37.50-40.00 (To be negotiated)
Expected Start Date: As soon as possible
Work Location: Unit 8, 1231 36 Avenue NE Calgary AB T2E 6N6

Duties and Responsibilities include but not limited to:
• Supervise, coordinate and schedule the daily activities of parts clerks and inventory staff.
• Assign duties and monitor employee performance to ensure efficient operations.
• Requisition parts, tools, equipment and other supplies.
• Contact suppliers regarding product availability, pricing, delivery schedules, shortages, damaged products and warranty claims.
• Ensure the accurate receiving, storing, issuing and inventory control of automotive parts, tires, wheels and related supplies.
• Monitor inventory levels and coordinate the ordering and replenishment of parts and materials.
• Coordinate with technicians, installers and suppliers to ensure parts are available for scheduled repairs and installations.
• Train employees on job duties, inventory procedures, customer service standards and workplace safety practices.
• Resolve inventory discrepancies, supplier issues and customer concerns related to parts availability and orders.
• Maintain accurate inventory records and prepare reports on stock levels, purchasing activities and operational performance.
• Ensure compliance with company policies, inventory control procedures and occupational health and safety regulations.
• Perform the same duties as the employees supervised when required and carry out other related duties as assigned.

Position Requirements and Qualifications:
• College diploma

• 2-3 years of experience in automotive tire, parts, repair or maintenance business is required
• Previous supervisory experience is preferred
• Strong knowledge of automotive parts, tires, wheels, accessories and inventory procedures.
• Experience using computerized inventory-management systems, electronic automotive parts catalogues and point-of-sale systems.
• Ability to prepare reports and maintain accurate inventory and purchasing records.
• Strong customer service and verbal communication skills.
• Well-organized; problem solving; attention to detail; accuracy
• Physical capability of performing duties; Handle up to 23 kg weight
• Team player, Reliability, Judgement

How to Apply:
If you are interested in the position and would like to join and grow with us, we encourage you to send us a Cover Letter and Resume by email to limitlesstire.yyc@outlook.com

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