



## **COMPANY SUMMARY**

Modern Machinery is celebrating **75** years in business in the Pacific Northwest! We sell, rent and service high quality heavy equipment while providing exceptional customer service and product support to our customers. Modern Machinery is committed to our core values and creating a safe working environment for all our employees. For more information about our company, please visit our website at [www.modernmachinery.com](http://www.modernmachinery.com)

## **POSITION SUMMARY**

This position will report to the Branch Manager in the Spokane, WA branch for day to day activities and the Corporate Parts/Product Support Sales Manager in the Corporate office for all other areas. This position will oversee all areas of the Spokane Parts Department.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for recruiting, hiring and the professional development of all parts department employees
- Responsible for planning, educational and training programs covering company policies and procedures
- Responsible for employee performance reviews and goal setting to be held annually with each employee within the parts department
- Responsible for salary reviews to be conducted annually for each employee
- Responsible for enforcing all policies and procedures as specified in the company manuals
- Responsible for maintaining high employee morale
- Responsible for maintaining safety programs that help to ensure the safety and welfare of all parts department employees
- Maintain excellent customer relations
- Responsible for inventory management including stock levels, proper warehouse management/storage and physical inventory counts
- Maintain parts scrapping programs to keep all parts at levels consistent with proper financial management conditions
- Returns parts to vendors maintaining necessary schedules in compliance with vendor policies and procedures.
- Audits monthly sales of equipment, working with vendors to identify suggested parts required to support the sold equipment
- Develop and execute policies and procedures related to Fraud Prevention process / controls and inventory audits
- Responsible for the supervision and direction of the Spokane based Truck/Transfer operation
- Responsible for the supervision and direction of the Vulcanizing operation in Spokane
- Maintain short and long-term objectives through good management and planning
- Responsible for the profitability of the parts department

**QUALIFICATION AND REQUIREMENTS:**

- Ability to assume responsibility and communicate effectively with customers, co-workers, and other managers
- Excellent product knowledge
- Good administrative/analytical skills
- Experience in Inventory management

**DESIRED EDUCATION AND/OR EXPERIENCE:**

- Extensive experience in the heavy equipment industry required
- Previous parts inventory/sales background required
- Management experience required
- Bachelor's degree preferred
- Strong skills using Microsoft Word, Excel and Outlook

**BENEFITS OFFERED:**

- Medical, Dental Vision & Prescription Insurance
- Preventive Insurance Coverage
- 401k/Roth Retirement Savings Plan with Company Match
- Paid Time Off (Vacation, Sick, Holiday & Bereavement)
- Wellness Program
- Gym Membership Reimbursement Program
- Profit Sharing Program
- Company Paid Life Insurance
- Company Paid Disability Benefits
- Family Scholarship Program
- Employee Assistance Program

Modern Machinery is an Equal Opportunity Employer