

Parts Room Supervisor – 2nd Shift

Trans-Bridge Lines – Bethlehem, PA

Qualifications:

- Three to five years of field service experience.
- Proven ability to use Microsoft Office Suite.
- Excellent verbal and written communication skills.
- Prior supervisory experience strongly preferred.

- Comprehensive benefit plan

Responsibilities:

- Establish & maintain good working relationships with all other departments.
- Establish & maintain a constant interdepartmental relationship with all shop personnel to ensure constant and consistent quality work flow.
- Develop & maintain effective parts department processes to ensure internal and external customer satisfaction.
- Create annual parts department goals and budget, in alignment with the organization's financial and operational objectives and effective inventory management.
- Develop & execute parts department marketing plan and monitor monthly to ensure achievement of departmental goals.
- Conduct a quarterly physical inventory of all parts and related inventories.
- Submit all parts warranty and return claims within the required time frame to receive maximum credit.
- Maximize use of all order discount programs.
- Maintain all department tools, equipment & vehicles in good working order.
- Ensure adherence to all company policies and procedures.

Please include salary requirement with resume.

Send resume to: hr@transbridgelines.com