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Parts Administrator – Material Handling Equipment

Description

Position Summary

The Parts Administrator is responsible for coordinating and processing parts-related administrative activities for a material handling equipment company. This role supports the parts, service, and accounting departments by managing purchase orders, invoices, inventory transactions, returns, warranty claims, shipment tracking, and customer billing. The ideal candidate is detail-oriented, organized, and comfortable communicating with vendors, suppliers, and internal teams in a fast-paced environment.

Responsibilities

Key Responsibilities

- Process daily bills of lading, purchase orders, parts invoices, and related documentation.
- Review and code invoices using the appropriate general ledger (GL) and internal billing codes.
- Process quarterly and annual returns, internal and customer parts returns, and corresponding credits.
- Manage inventory purge transactions and maintain accurate inventory records.
- Enter and process non-returnable parts transactions through the Sourceline platform.
- Administer parts warranty claims, including filing claims for missing, damaged, or short-shipped parts.
- Track parts shipments and provide estimated arrival dates (ETAs) for outstanding orders through the parts backorder report.
- Communicate directly with vendors and suppliers regarding orders, pricing, shipping, returns, and discrepancies.
- Maintain accurate reports for service van inventory and sales, consignment inventory, inventory billing, and parts sales.
- Process credit card transactions for parts purchases and maintain supporting documentation.
- Open service work orders for quoted jobs and coordinate related administrative requirements.
- Prepare and process billing for fleet operational maintenance accounts.
- Utilize company and manufacturer platforms, including MTA, Hyster-Yale, Irmin, One XP, CRM, MSP, and Sourceline, to manage parts, service, inventory, and billing activities.
- Maintain accurate records and ensure timely processing of parts and service transactions.
- Provide administrative support to the parts and service departments as needed.

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Material Handling Equipment

Job Location

South Plainfield

Base Salary

\$ 23 - \$ 25

Working Hours

8:30 am to 5 pm