



Parts Department Helper

Respected throughout the industry, Total Power had built its success through expertise, integrity and innovation in providing power solutions. For more than 50 years, our unparalleled reputation for delivering valuable generator solutions and superior customer services has been built by our loyal customers. We have grown to become one of Canada's largest and most well established Critical Power Specialists. Delivering safe, reliable generator solutions and offering long-term protection for your complete power generation systems is what Total Power excels at, everyday. Total Power is currently seeking a Parts Department Helper for their Mississauga location.

The Parts Department Helper is responsible for sorting, picking, shipping and receiving generator parts for internal and external customers; and maintaining an organized and tidy parts department.

Responsibilities include, but are not limited to:

- Receiving parts orders daily, verifying quantities and pricing
- Allocating received parts to appropriate work orders and sales orders
- Picking and allocating parts as required
- Packaging and shipping of customers orders
- Processing payments for goods shipped
- Regularly reconcile warranty kits
- Periodically perform cycle counts/bin check to maintain stock accuracy
- Relocating parts when necessary
- Creating and Labeling BIN boxes as needed
- Remove old labels and relabeling all shelves
- Maintain filing system – keep it current
- Pick up parts locally when necessary
- Responsible for cleaning the parts room and garbage removal
- Keeping parts department organized
- Additional duties as required

Education and other Requirements:

- Related industry experience in dealing with service parts preferred
- A valid Ontario driver's license with a clean record, as local travel is required
- Ability to lift or move up to 50lbs. in a warehouse environment
- Certified forklift operator preferred
- Excellent computer skills; including Microsoft Office
- Accuracy and attention to detail while working under tight deadlines.
- Good organizational, time management and prioritizing skills.

Please provide referrals to Neil Curtis
neil@totalpower.ca

BONUS: There is a \$1000.00 bonus for the employee who refers the candidate that we hire!