



## **Job Title: Parts Assistant**

Reports to: Parts Manager

### **Job Summary**

Join our family! Tates Rents is an employee-owned business that has been serving the Treasure Valley since 1946. Our success wouldn't be possible without the hard work and dedication of our valued employees. If you are customer service oriented and driven to help influence the experiences of those around you, this position may be for you.

### **Essential Job Duties and Responsibilities**

- Work every day to create a safer environment for customers and coworkers by making safety a number one priority. Attend safety training when requested and be aware of all situations, even when it does not directly affect you.
- Be able to research and understand parts manuals/breakdowns.
- Must be able to place orders through our purchase order system.
- Place orders for retail and parts items for stores and parts warehouse.
- Receiving – All functions related to unloading materials, products and supplies
- Help maintain and manage Inventory – Perform cycle and annual counts
- Shipping – pick, package, stage and loading of anything that needs to be shipped
- Fulfill weekly store orders
- Maintain a high level of organization and a clean work area
- Forklift operator – required for loading and unloading of shipments
- Backup for intercompany delivery driver
- Attend department and company meetings
- Perform other duties as requested by Parts Manager

### **Qualifications**

#### Education, Skills & Requirements

- Must have a developed mechanical background to aid in Parts lookup
- Must have parts ordering experience
- Must be able to multitask and keep organized while maintaining a high level of detail
- Must be able to provide, understand and complete written and verbal instructions
- Maintain a cooperative relationship with co-workers
- Must be able to maintain a high degree of patience
- Must maintain a professional appearance
- Must be able to speak English clearly and write legibly. Ability to speak another language is a plus.
- Must pass a company drug screen
- Must have a valid driver's license (*21 years of age or over for driving positions*)
- A high school diploma or GED is preferred but not required

### **Working conditions**

- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- The worker is subject to hazards: Includes a variety of physical conditions such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

## Benefits

Work for the Treasure Valley's rental industry leader, with an established history of success. Tates Rents takes pride in treating its customers and employees like family.

- Qualify for top notch health benefits, including vision and dental
- Qualify for 401K benefits with generous dollar for dollar matching up to 4% of your compensation.
- Quarterly bonuses based on company performance. (Make the company better every day and share in earned success)
- Uniforms provided
- Use rental equipment upon availability and approval
- Five paid holidays and ability to earn additional paid time off
- Two weeks parental leave

*This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: military status, race, color, religion, gender, genetic information, sexual orientation, national origin, physical or mental disability and/or age.*