

POSITION DATA					
JOB TITLE:	Parts Room Coordinator	SHIFT:	6am - 4:30 pm	SALARY GRADE:	\$20 - \$22
DEPARTMENT:	Repair Shop	REPORTS TO:	Tech Support Planning & Material Manager	LOCATION:	Bergen
JOB SUMMARY					
<p>Monitor parts that are removed or put into inventory.</p> <p><i>Nortera is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Receiving, shipping, and inventory management of hand tools, equipment, and parts through a computerized control system (EAM). ▪ Make local pickup and deliveries when required. ▪ Operate lift trucks for unloading parts and equipment when required. ▪ Keep record of tools that have been issued to employees and when they have been returned to the parts room. ▪ Maintain minimum and maximum levels of inventory, recommend substitute parts and/or equipment. ▪ Coordinate repair of parts and/or equipment in relation to placed parts orders. ▪ Handle all paperwork and computer entries associated with purchase requisitions, receiving parts, shipping parts and equipment work orders in coordination with the plant purchasing agent and Tech Support Planning & Material Manager. ▪ Perform physical inventories as required. ▪ Establish or learn existing identification systems for tools and parts. ▪ Establish parts and tools history for stock control purposes. ▪ Distribute seasonal supplies. ▪ Ensure that all required forms are filled out accurately. ▪ Responsible for ensuring the parts room is secure when leaving the area including locking the gate to the tool room, locking the key drawers, and locking all cabinets. ▪ Report damaged and/or worn out equipment and recommend disposal of excess or obsolete equipment and/or parts to supervisor. ▪ Maintain a clean work environment. ▪ Support maintenance team to improve efficiency. ▪ Help to produce the highest quality of finished product. ▪ Adhere to all company Good Manufacturing Practices (GMP's). ▪ Demonstrate a personal commitment to safety. ▪ Report any food safety, health & safety, quality issues and initiate action, as necessary. ▪ Perform other duties as assigned. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES		<ul style="list-style-type: none"> ▪ Ability to maintain a safe and clean work environment. ▪ Ability to work effectively in a team environment. ▪ Ability to effectively communicate with others. ▪ Must be flexible to support business needs that include weekends and other off shifts. ▪ Proficient in Microsoft, Google and computerized control systems. 			

PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Frequent standing, sitting, walking, hand/eye coordination, finger/wrist dexterity ▪ Occasional climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, reaching, driving, lifting up to 50lbs. ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light-Medium</p>		
WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts 		
EXPERIENCE	<p>2 years experience in parts room management through the use of a computerized control system (EAM), with proficient computer skills.</p>		
EDUCATION	<p>High School diploma or equivalent</p>		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.