



## **Parts Support Representative**

We are looking for a Parts Representative to join our talented team in Pittston, PA. The Parts Representative supports office, warehouse, and off-site work related to parts billing and deliveries, receiving calls, receiving orders and deliveries, pulling parts (at times using aerial lifts at height and forklifts).

### **Job Responsibilities:**

- Market and sell replacement parts within an assigned territory
- Prospect, quote, demonstrate, and generate parts sales to end users
- Develop and maintain customer business relationships
- Monitor all part back orders, account profiles, and lead follow-ups
- Service existing consignment and non-consignment customers on a routine schedule
- Maintain accurate and current parts inventory control within parts van and consignment

### **Qualifications:**

- High school diploma or equivalent
- Knowledge of parts inventory control
- Good written and verbal communication, organizational, problem-solving, and customer care skills
- Ability to lift 50 lbs.
- Valid driver's license, good driving record, and ability to safely operate lift trucks
- Experience as a parts representative or field service technician within the material handling industry preferred

### **Compensation and Benefits:**

Action Lift Inc. offers an excellent wage and benefits package for full-time employees, including Health/Dental/Vision/Prescription Drug Plan, 401K Retirement Savings Plan, Life, and Disability Benefits, Paid Holidays, Paid Vacation, and much more.