



### **BUYER (Heavy Duty Truck Parts)**

**Parts for Trucks, Inc.** is Atlantic Canada's leading distributor of heavy duty truck and trailer parts, operating 15 sales outlets and 3 service centres located throughout the region. We supply parts, truck-mounted equipment and repair service to customers across all areas of the trucking industry. We have an opening for a **Buyer** in our Head Office in Dartmouth.

#### **Responsibilities Include:**

- Work with a team of inventory control specialists to centrally replenish a full line of heavy duty truck parts and equipment for all sales outlets.
- Purchase product using on-line ordering tools, expedite orders, and analyze customer demand.
- Interact extensively with vendors and branch staff to provide information and maintain appropriate inventory levels.
- Demonstrate a commitment to improving knowledge of the truck parts business by participating in product training, reviewing new product offerings, and maintaining general product knowledge.

#### **Qualifications:**

- Post-secondary training in Business Administration or Purchasing, plus at least 3-5 years experience in purchasing and inventory management.
- Knowledge of heavy duty truck or automotive parts, or experience in a comparable industry (e.g., industrial, mechanical).
- Strong communication skills in order to negotiate with suppliers and maintain branch relationships.
- Intermediate PC skills, including Microsoft Excel, and experience with in-house administrative software (e.g., SX.enterprise).
- Knowledge in a specialized area beneficial (e.g., lighting, electrical, brakes, suspension).

Parts for Trucks, Inc. offers an industry-competitive compensation plan, including group benefits and a registered pension plan. If you have a positive team-work attitude and are interested in joining our company, apply in writing with a resume and covering letter to:

**Parts for Trucks, Inc.**  
Attention: HR Manager  
15 MacDonald Avenue  
Dartmouth, NS B3B 1C6  
E-mail: [amorris@partsfortrucks.com](mailto:amorris@partsfortrucks.com)  
Fax: 902-468-3300

Visit our website at [www.partsfortrucks.com](http://www.partsfortrucks.com)

*We thank all applicants for their interest. Only those selected for interview will be contacted.*