

Warehouse Personnel – Parts Department

Carlinville, IL – Parts Department

Description

Area Diesel Service, Inc. is looking for an individual to fill a warehouse personnel position in our Parts department in Carlinville, IL. Area Diesel Service is a remanufacturer of diesel engine components.

Purpose of this job

Physically handles product from reception to delivery. Provides service and support to customers.

Essential Job Function and Performance Standards

- 1) Receive product and perform quality inspection
- 2) Ship product
- 3) Process cores
- 4) Read computer displays to determine product stock numbers and prices
- 5) Determine products required according to customer requests or descriptions
- 6) Receive and fill telephone and email orders for products
- 7) Prepares sales orders
- 8) Receive payment details
- 9) Take inventory of stock
- 10) Advise customer on substitution or modification of products when identical replacements are not available
- 11) Store product in warehouse according to prearranged system

Requirements

- High school diploma or equivalent (GED)
- Basic customer service skills
- Basic computer skills
- Knowledge of basic warehouse/shipping/receiving procedures
- Attention to detail
- Mechanically inclined
- Ability to lift up to 70lbs – must be able to reach, climb, stoop, kneel and crouch

This position offers a Monday through Friday 8a-5p day shift schedule with no nights or weekends. Paid time off and vacation begin accruing from the time of employment. This position offers competitive wages along with health insurance coverage with additional policy options and profit sharing.

Area Diesel Service is a locally owned business with over 50 employees at 5 locations. We have almost 50 years of history as a leader in the remanufacturing and distribution of diesel engine components. As a company, we are dedicated to continued growth through investment in our facilities and our exceptional team of employees.

Apply online at www.aredieselservice.com/careers. If you are unable to apply online due to a disability, please contact Curtis @ 217.854.2641.