



PARTS COUNTERPERSON

ABOUT SIGFUSSON NORTHERN:

Sigfusson Northern is a third-generation family-owned business, which now has a portion of the company being employee-owned. Our primary focus is on building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have led Sigfusson Northern to the forefront of general contracting and heavy civil construction where we incorporate trust, respect, integrity, and commitment to our community in every decision we make and everything we do.

POSITION SUMMARY:

Reporting to the Warehouse Supervisor, the Parts Counterperson is responsible for providing exceptional service to internal customers by fulfilling parts and equipment orders within the Warehouse. This role includes maintaining accurate inventory records, utilizing the WASP inventory control system to monitor inventory levels, and ensuring the proper organization and storage of inventory across multiple locations. This position is based in Lundar, MB.

CORE RESPONSIBILITIES & DUTIES:

- Greet and assist internal customers (e.g., shop personnel, site workers) in person, providing detailed information and fulfill their parts and equipment orders.
- Organize, manage, and fulfill inventory requests for SNL shops, job sites, and operational needs.
- Input and maintain inventory data within the WASP inventory control software system.
- Oversee the physical and electronic shipping and receiving of inventory items.
- Handle and store inventory across all locations managed by the Lundar Warehouse operation.
- Conduct inventory management tasks, including cycle counts, stock level monitoring, and maintenance of system data to ensure accurate inventory tracking.
- Establish, input, and monitor minimum/maximum stock levels.
- Notify the purchasing department when inventory levels need to be replenished or when new orders are required.
- Maintain cleanliness and organization of the warehouse and all associated storage areas.
- Process and follow up on core returns, warranty claims, short shipments, and damaged goods.
- Ad hoc duties as required.

EDUCATION, EXPERIENCE & SKILLS:

- Exceptional customer service skills are mandatory.
- Previous experience in a warehouse, parts counter, or inventory management role will be considered an asset.
- Experience working in the construction industry or a related field will be considered an asset.

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Plan the Work – Work the Plan, Continual Improvement, We Care, Versatility



- Experience with inventory control systems is an asset, or the ability and willingness to learn.
- Ability to meet the physical demands of the job, including lifting up to 50 lbs and performing tasks that require standing, bending, and manual labour.
- MS Office (Word, Excel, Outlook) skills are required.
- Critical thinking and effective decision-making skills are required.
- Ability to work independently as well as part of a team.
- Ability to work under pressure and meet strict deadlines.
- Strong communication skills both verbal and written as well as electronically.
- Strong accuracy and attention to detail.
- Ability to manage priorities, perform a variety of tasks, and meet targets.

If you are interested in this opportunity and meet the requirements for the role, please click **Apply** and send your resume directly to **Tianna McLeod**.