



Parts Room Clerk – Topsham, Maine

Crooker Construction is looking to hire an organized candidate with a focus on safety to join the team as a Parts Room Clerk. The position will be responsible for receiving parts into the facility, maintaining inventory records, and dispensing the parts and materials to other workers in the company.

Primary responsibilities will include, but not be limited to; receiving parts into the facility, stocking and distribution of parts, maintaining inventory records, replacement of damaged or missing products, interacting with vendors to place orders and arrange delivery/pickups, data entry to capture orders, parts, etc. into the company database, and record keeping of parts transferred out of inventory and into production.

When no parts work is available, the selected candidate will be required to run for parts at stores and assist mechanics and others with troubleshooting related to parts. Previous parts room experience is strongly preferred.

The position is based in Topsham and is full-time, year-round.

Requirements:

- Must have solid computer skills and be proficient in internet searches, Excel, Outlook, and Word
- Knowledge of parts and products
- Must have good communication skills
- Previous experience preferably within the manufacturing or construction industry is preferred
- Must have strong attention to detail
- A valid driver's license and reliable transportation

Benefits:

Working with a great crew! Minimal travel.

Medical and dental insurance on day one, paid time off, paid vacation, paid holidays, company paid life and disability insurance, 401k with company match and profit sharing, boot reimbursement, and more.

To apply:

Online - www.crooker.com/current-opportunities to apply or download a copy of our application

In person - 103 Lewiston Road in Topsham, Maine

Email - completed applications should be emailed to jobs@crooker.com