



JOB OPPORTUNITY

POSITION: Parts Purchaser

LOCATION: Exeter

Hensall Global is seeking a **Parts Purchaser to join our team at our full-service repair facility in Exeter, Ontario.**

We maintain and repair all makes and models of trucks and trailers.

What we offer:

- Full-time position.
- Competitive annual salary.
- New expansion, state of the art facility with over 23,000 square feet.
- Group Benefits Plan (dental, prescriptions, vision, massage, chiropractic, physiotherapy, etc.).
- Health Care Spending Account.
- Pension Plan matched by employer.
- Excellent Vacation and paid time off.

Position Overview:

The Parts Purchaser manages all parts sourcing, purchasing, and inventory for our truck and trailer repair shop. This role delivers professional, friendly service to customers and drivers while working closely with the Service Writer and the shop to ensure parts are received accurately and on time to meet required schedules. The Parts Purchaser maintains strong vendor relationships, negotiates competitive pricing and lead times, and oversees efficient inventory management to support shop operations and retail sales.

Job Duties and Responsibilities:

- Provide professional and friendly customer service and maintain positive relationships.
- Receive and respond to all parts-related inquiries, phone calls and emails.
- Source and evaluate a variety of vendors and suppliers.
- Receive parts requests, negotiate pricing, lead times, product quality and availability.
- Obtain competitive vendor quotes and prepare and issue accurate purchase orders.
- Track orders and communicate status and estimated time of arrival.
- Unload, receive, and verify against packing slips and complete pricing of the parts.
- Distribute parts to the parts room or shop as required.
- Negotiate with suppliers for efficient return, replacement and/or credit of incorrect parts.
- Set up and maintain supplier and parts customer accounts.
- Manage inventory requirements including auto ordering and maintaining stock levels.
- Perform inventory counts, adjustments and corrections.
- Drive parts sales over the front counter and participate in any promotions for the retail store.
- Maintain a clean, safe and organized receiving and parts area.
- Stay up to date on industry trends related to truck and trailer repair.
- Provide support and coverage for other administrative positions as required.
- Understand and follow all Health and Safety and Environmental policies and procedures.
- Perform all other duties as assigned.

Required Qualifications:

- High School Diploma or equivalent, and post-secondary education in Business, Office Administration, or related field.
- Minimum of 2 years of purchasing and retail customer service experience, preferably in a service or repair environment.

- Experience in a Truck and Trailer Repair shop or similar facility is considered an asset.
- Strong technical knowledge of truck and trailer repair terminology and parts.
- Excellent interpersonal, customer service and communication skills (verbal and written).
- Strong attention to detail and a high level of accuracy.
- Effective organizational and time management skills.
- Proven negotiation skills with ability to adapt as required.
- Understanding of basic accounting principles.
- Ability to multi-task, prioritize and manage changing demands in a fast-paced environment.
- Proven ability to own and manage deliverables and deadlines.
- A positive and professional attitude and willingness to work collaboratively.
- Proficient computer skills, including Microsoft Office (Word, Excel, PowerPoint).
- Valid G Driver's license.
- Willingness to obtain a forklift license.
- This position requires manual lifting of parts and/or operating a pump cart or forklift.

If you are interested in applying for this position, please submit your cover letter and resume to:

Yolanda Levy Human Resources Manager
yolanda.levy@hensallglobal.com

Internal Deadline: December 30, 2025

Hensall Global is committed to employment equity and encourages the four designated groups to apply.