Parts Inventory Supervisor

Job Responsibility

• Track stock levels, set minimum and maximum reorder thresholds, and conduct regular cycle counts and full warehouse audits to prevent stockouts or overstock.

• Coordinate with suppliers to order parts, track open purchase orders (POs), negotiate pricing, and inspect incoming shipments for quality and accuracy.

• Supervise, train, and schedule parts clerks, warehouse staff, and material handlers.

• Maintain real-time inventory records using Enterprise Resource Planning (ERP) systems, Warehouse Management Systems (WMS), or barcode scanners.

• Work closely with the service, maintenance, and sales teams to forecast part needs and minimize equipment or vehicle downtime.

• Ensure storage areas remain clean, safe, organized, and compliant with company or regulatory standards