

## **Parts Runner**

McGann and Chester is a family-owned business and has been operating for over 45 years serving Western Pennsylvania and we take great pride in what we do! We are currently seeking a well-motivated and qualified candidate for a PARTS RUNNER at our state of the art facility in Carnegie PA.

We are seeking individuals who are ready and able to enhance their careers and the continuing success of our organization.

We welcome the opportunity to speak with you about joining our ranks and building a sound financial future with our award-winning team!

## **Essential Duties**

- Picking up parts from warehouses, vendors, or suppliers and delivering them to the work site for assembly
- Loading and unloading trucks with deliveries of parts
- Gathering information about parts requests from customers to be communicated to suppliers or manufacturers
- Following safety rules while using machinery such as forklifts or hoists
- Making sure that all parts are properly stored in the parts room to prevent damage or loss
- Maintain cleanliness of part room
- Assist parts manager as needed
- Additional duties as assigned by the shop manager

## **Requirements**

- High school diploma or equivalent
- Valid driver's license and reliable transportation

## **Skills**

- Inventory management
- Communication
- Time management