



## Parts clerks supervisor

**Posted by:** Alpha Autoparts Inc

**Posting date:** 13-Mar-2025      **Closing date:** 02-Apr-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Calgary

**Salary:** \$35.40 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4387370

## Job description:

Employer: Alpha Autoparts Inc

Position: Parts clerks supervisor

Job Details

Location: 4127 16 St. SE Calgary, AB T2G 3R9

Wage Rate: \$35.40 per hour

Employment Type: Full-Time Permanent

Start Date: As soon as possible

Vacancies: 1

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

Work conditions and physical capabilities:

- Fast-paced environment
- Work under pressure
- Attention to detail

Personal suitability:

- Client focus
- Flexibility
- Initiative
- Organized
- Reliability
- Team player

Tasks:

- Co-ordinate activities with other work units or departments
- Prepare and submit reports
- Ensure smooth operation of computer equipment and machinery
- Arrange for maintenance and repair work
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Train workers in duties and policies
- Arrange training for staff
- Conduct performance reviews
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Establish work schedules and procedures

Weight handling: UP to 23 kg (50 lbs)

How to apply

Direct Apply

By email: [info@alpha-autoparts.com](mailto:info@alpha-autoparts.com)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**