



Supervisor – Parts Department

ESSCO, Clapham Court, Wildey, St Michael, Barbados Tel: 537-0790

Job Description

ESSCO, the leading air-conditioning, appliance, elevator and service company in Barbados, is seeking suitable applicants for the position of **Supervisor – Parts Department**. This successful candidate will be expected to assist with the daily supervision of the Parts & Warehouse teams to achieve company goals and to be fully involved and responsible for the hands-on operations of both departments.

Responsibilities

- 1) To prepare and supervise the ordering, stocking, and selling of air conditioning and appliance parts. Ensure inventory levels meet customer demand without excessive surplus.
- 2) Train and supervise Parts Department & Warehouse staff, assigning tasks and evaluating performance to ensure high levels of customer service and efficiency.
- 3) Develop and maintain relationships with parts suppliers and manufacturers. Negotiate pricing, terms, and delivery schedules.
- 4) Handle inquiries, complaints, and warranty issues related to parts availability and pricing.
- 5) Liaise with the Service Departments to ensure timely sourcing and delivery of parts required for repairs and maintenance.
- 6) Prepare reports on Parts Department performance, analyzing sales, inventory levels and profitability.
- 7) Adhere to and enforce the company's policies, procedures and safety standards.

Skills and Qualifications

- Proven track record of excellent strategic planning, organizing and time-management skills.
- Good leadership, interpersonal and communication skills.
- Strong knowledge/proficiency of Quickbooks & Microsoft Office programs.
- Associate degree or BSc. degree in business management will be an asset.
- At least three (3) years' solid experience in procurement & inventory management.
- Previous experience as a supervisor will be required.

Company Perks

- Attractive Base Salary
- Employee Discounts
- Employee Benefits Package – Medical Insurance & Pension Plan
- Monthly KPI Incentive
- Cell Phone facility

Applications should be sent to hr@electricsales.com on or before **July 17, 2024**. Only suitable applications will be acknowledged.