

Inventory & Parts Coordinator (Service & Warehouse Operations)

Proulx Oil & Propane is seeking a highly organized and dependable Inventory & Parts Coordinator to support our service department.

This role is critical to our operation.

If parts aren't staged, organized, and accurate—our technicians can't do their jobs.

We're looking for someone who takes ownership, pays attention to detail, and keeps things running without being asked twice.

What This Role Does:

- You'll be responsible for ensuring technicians have the right parts, at the right time, every day.
- Pick and stage parts for scheduled service and installation jobs
- Manage purchase orders and coordinate vendor deliveries
- Receive, verify, and stock incoming inventory
- Maintain clean, organized, and accurate inventory systems
- Track warranty parts, returns, and vendor credits
- Work closely with technicians and the Service Manager to prepare for upcoming work
- Maintain inventory records (Excel, systems, tracking logs)
- Assist with reporting and inventory counts

This Role Requires:

This is not a passive or "figure it out later" position.

Strong attention to detail — mistakes impact the entire service team

Ability to manage multiple priorities and stay organized under pressure

Clear communication with technicians, vendors, and management

Willingness to move between warehouse work and office coordination

This is NOT a fit if you:

Struggle with organization or follow-through

Prefer being told what to do step-by-step all day

Have a pattern of short-term roles or job hopping

Are not comfortable being accountable for accuracy

What We're Looking For:

5+ years experience in inventory, parts, warehouse, or purchasing roles

Experience in HVAC, propane, plumbing, or mechanical trades strongly preferred

Strong organizational and problem-solving skills

Comfortable using Excel, Word, and Outlook

Ability to work both independently and as part of a team

High school diploma or GED required

Work Environment:

Combination of warehouse and office work

Receiving deliveries, stocking inventory, and organizing parts

Coordinating closely with service technicians and leadership

Final Note:

We review every application carefully.

Candidates who demonstrate consistent work history, attention to detail, and clear communication will be prioritized.

Benefits:

401(k)

401(k) matching

Dental insurance

Employee discount

Health insurance

Life insurance

Paid time off

Prescription drug insurance

Professional development assistance

Vision insurance