



Job description – Parts Technician / Parts Person

About Us:

Since 2019 H&E Heavy Truck Ltd. has been a family run small business in Crosshill, ON. We are a growing full service heavy truck shop working on all makes models of heavy trucks and trailers in various industries including; Industrial, Agricultural, Municipal and Commercial providing a fully licensed shop to our local communities.

Our success is attributed to our dedicated and talented staff, working together serving our community. We take pride in our work providing quality repairs and service. We provide an inclusive and positive work environment for both our staff and customers through our shared values and trust working together as a team.

Who we are looking for:

To fill the role of Parts Technician / Parts Person at our busy and fast paced shop. The ideal candidate is reliable with a friendly and professional attitude to maintain positive morale within our team & with our customers. This position works closely with Supervisors/Management, and is responsible for Parts room and inventory duties, as well as overseeing orders preparing for invoicing to customers for parts supplied and the repairs completed. Must be a great team player to support our technicians. The incumbent must be independent, and self directed and have a strong knowledge of Heavy Truck parts and repair background. We encourage those who have a background knowledge of the industry (or similar experience) to apply for this position. Training would be supplied for a detail oriented mechanically inclined individual.

This position may be a good fit for you if you are seeking a workplace where you are not just a number and your opinion matters!

Key Responsibilities:

- Interact with customers, service technicians, vendors, and management
- Parts ordering through various suppliers via phone, email and online ordering
- Create/maintain repair orders
- Enter parts used onto customer work orders
- Contact customers to provide updates on parts and pricing
- Parts and Inventory management

Qualifications:

- **Must have a valid Canadian workers permit and fluent in English required**
- Reliable transportation to shop location
- Knowledge in automotive/ heavy trucks repairs and maintenance or similar background
- Computer literacy and proficiency using industry related programs



H&E HEAVY TRUCK

- High level attention to detail strong written and oral communication skills
- Safety focused and proactive mindset
- Strong organization, professional, enthusiastic, and positive team member

Benefits:

- Company provided uniforms
- Extended Healthcare Coverage
- Flexible Hours
- Annual Salary review
- Company provided meal every Friday
- Company events
- On site parking

Schedule:

- Flexible, based on shop needs (may be part-time or full-time hours)
- Day shift - Monday to Friday 7-5 (negotiable)
- Holidays and weekends off

We thank all those who apply, however, only those selected for an interview will be contacted

Job Type: Full-time

Salary: Starting at \$24.00 /hr

Pay negotiable based on experience and performance

Please send resume to office@heheavytruck.com

Or in person at: [4881 William Hastings Line, Crosshill, ON](#)