



**WARRANTY ADMINISTRATOR
DARTMOUTH, NS**

Parts for Trucks is a leading distributor of heavy-duty truck and trailer parts in Eastern Canada, operating 16 sales/warehouse outlets and five service centers located throughout the region. We supply parts, truck-mounted equipment, and repair service to customers across all areas of the trucking industry. We have an opening in the Purchasing Department of our Dartmouth, NS head office for a **Warranty Administrator**.

Key Responsibilities:

- Organize and process branch warranty claims for product return or exchange; record and submit claims to suppliers; track progress and follow-up on outstanding claims.
- Administer key supplier core return program; submit claims, track and apply credits.
- Maintain warranty files, including active and completed claims, supplier contacts and warranty claim requirements.
- Interact with suppliers and respond to branch inquiries.
- This role may evolve to include other duties within the Department as we upgrade our ERP system.

Requirements:

- Certificate or Diploma in Business or Supply Chain & Logistics, plus approximately two to three years of related administrative experience.
- Experience processing warranty claims, and knowledge of the return merchandise authorization process is preferred. An understanding of logistics and the movement of freight is beneficial.
- Exceptional organizational and record-keeping skills, along with good written and verbal communication skills.
- Intermediate PC skills, including Microsoft Word, Excel, and Outlook. Experience with ERP software (e.g., SX.enterprise) is helpful.

Day of work are Monday to Friday, 8:00 a.m.-5:00 p.m. We offer a competitive total compensation package including base salary, comprehensive group benefits plan, retirement savings plan, employee assistance program and more. To express your interest in this opportunity, apply with a resume to:

Parts for Trucks

Karen Larter, Human Resource Generalist
15 MacDonald Avenue
Dartmouth, NS B3B 1C6
HR@partsfortrucks.com

Parts for Trucks is an equal opportunity employer. We value a diverse and inclusive workplace and are committed to equitable hiring practices. We thank all applicants for their interest. Only those selected for interview will be contacted. Visit our website at www.partsfortrucks.com.