

Parts Coordinator \$25 - \$35 / hr



Full-Time | North Attleboro, MA

Greenwood Emergency Vehicles, New England's largest dealer of **E-One fire apparatus, Horton ambulances, and Wheeled Coach ambulances**, is seeking an organized and detail-driven **Parts Coordinator** to join our service team at our **North Attleboro, MA facility**.

This role is essential to the daily operation of a busy and growing service center specializing in the maintenance and repair of fire apparatus and ambulances.

Job Summary

The Parts Coordinator is responsible for overseeing parts identification, research, procurement, tracking, and inventory coordination in a fast-paced environment. This position works closely with service, technicians, and vendors to ensure parts are sourced accurately and delivered on time to support service operations and meet customer deadlines.

Key Responsibilities

- Assist technicians and service advisors in identifying and sourcing correct parts
- Order parts from vendors and dealerships
- Process returns, core credits, and warranty parts
- Coordinate with vendors regarding availability, pricing, and delivery times
- Keep parts department clean and organized
- Ensure timely delivery of parts to technicians and customers to minimize downtime

Required Skills & Qualifications

- Previous automotive parts experience required (dealership or fleet/shop experience preferred)
- Excellent communication and organizational skills
- Ability to multitask and prioritize effectively
- Detail-oriented with strong follow-through

- Valid driver's license required
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Education & Experience

- **High school diploma or equivalent required**
 - Specialized training or computer coursework beneficial
 - **Emergency vehicle or heavy-duty equipment experience preferred**, but not required
 - **EVT and/or ASE certifications** beneficial, but not required
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Training

- **Company-paid training provided**
 - Greenwood Emergency Vehicles supports continued education and professional development
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Compensation & Benefits

- **Hourly pay based on experience and qualifications**
 - **401(k) with company match**
 - **Paid holidays and personal time off**
 - **Health Insurance & Dental**
 - **Long-Term Disability (LTD)**
 - **Company-paid life insurance**
 - Competitive wages
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Job Type

- **Full-Time**

530 John L. Dietsch Blvd. North Attleboro, MA 02763

www.GreenwoodEV.com