

TDM Hose & Hydraulics

Parts/Front Desk Personnel

TDM Hose & Hydraulics is a locally owned business that has been serving the City of Brooks and the surrounding area since 2007 helping keep the agriculture and oilfield industries running.

Tasks include but are not limited to:

- Receive and process parts orders from various suppliers
- Maintain accurate inventory records and stock levels
- Coordinate with vendors to ensure timely delivery of parts
- Inspect incoming parts for quality and accuracy
- Assist management with inventory control
- Light duties in the hose department
- Perform general office duties

The individual must:

- Be reliable
 - Be honest
 - Have strong work ethic and ability to work independently
 - Be courteous when dealing with customers
 - Be a friendly team player
 - Have strong organizational skills with attention to detail
 - Be willing to work full-time (35-40 hours/week min) & longer hours during busy times
 - Interested in settling and growing with the company
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- Full time, permanent
 - Wage: \$20/hr

INTERESTED CANDIDATES SEND RESUME & COVER LETTER TO: DavidBezeau@hotmail.com