



Position Available: Shipper and Receiver

About Us

Segway Powersports Canada is revolutionizing the powersports industry with the first ever hybrid powertrain on the market. We are the exclusive distributor for the Canadian market. We sell through a growing proven and professional dealer network the all-new Segway Powersports lineup of ATVs, UTVs, and SSVs along with a lineup of other exclusive and leading powersports brands and accessories. Our rapidly expanding team and network of nationwide dealers are committed to success, excitement, and outstanding service & support. Along with our affiliate companies, Roost Factory and Hoosier Off-road, we are a leader in the Powersports industry. At Segway Powersports Canada we value the opportunity to create a long-term relationship with our dealers and customers.

We are an exciting and extremely fast-growing company. We have a culture that is demanding but supportive. We care about our employees and have created an environment that fosters respect, support and appreciation. Every member of the team has an important role and are respected for their expertise and as an individual.

Position Summary

Reporting to the Supply Chain and Procurement Manager the Shipper and Receiver will be responsible for performing a variety of customer service, stocking duties related to the receiving, sales and delivery of parts and accessories that contribute to the efficient, safe, and profitable operation of the parts department. The Shipper and Receiver will have ongoing responsibility for assisting with the parts sales, ordering, customer service and general business administration duties. Our ideal applicant has prior experience with powersports related products or similar industry, is hands-on, self-motivated, organized and enjoys working with people. **It is important to note that while computer skills are required for this position, this is a manual labour position, with heavy warehousing and inventory responsibilities.**

Key Responsibilities

- Assist in the Maintenance of a balanced inventory
- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver)
- Receive and process warehouse stock products (pick, unload, label, store)
- Prepare and submit quotes to dealers
- Receive all parts delivered, confirming the quality, correctness and quantity of parts received
- Prepare purchase orders to reorder needed parts
- Provide support on purchase orders for emergency orders



- Expedite problem orders and delayed shipments for stock and non-stock item
- Respond to calls and email correspondence from dealers in a professional manner and provide parts availabilities and relevant information as required
- Look up parts through OEM parts finders
- Foster relationships with dealers to establish customer retention
- Consistently show empathy and a positive attitude and demonstrate our commitment to excellent customer service
- Pull parts and complete paperwork necessary for the shipping department to quickly get needed parts to dealers
- Ensure all parts service orders are accurate, complete, and submitted in a timely manner
- Record and report any stock discrepancies to the manager
- Consistently maintain a high level of professionalism when working with staff and dealers
- Regularly improve and update product knowledge by participating in educational and product training opportunities
- Effectively manage a fast-paced environment, demonstrating multi-tasking ability while working under pressure
- Ensure that all returned, or warranty parts are properly tagged and processed so that the company recovers full credit from the OEM factory if applicable
- Perform other such tasks as needed and as requested

Requirements:

- 2+ years of professional level automotive/powersports experience at the dealer and/ or OEM level
- High School / College Diploma or equivalent combination of education and experience
- Professional experience in a parts and/or service department is a plus
- Able to operate a forklift
- Able to manage multiple duties simultaneously
- Outgoing, personable, team player with a superior work ethic
- Excellent time management- Must be organized, with ability to prioritize, manage pressure and still maintain an efficient and clean parts environment
- Detail-oriented team player with strong work ethic



- Be able to work in a very fast paced environment
- Perform other duties as assigned
- Previous powersports or related sales & parts experience is a must
- Able to work independently with limited direction and as part of a team
- Able to make decisions and exercise good judgment
- Self-starter and problem solver
- Passionate about powersports
- Computer literate, with ability to learn and operate new computer systems
- Proficiency in inventory software, as well as Microsoft Word, Excel, Outlook is a must
- Must be able to lift heavy objects up to to 50 lbs

Location

Baltimore, Ontario

How to Apply

Please forward your resume to hr@hoosier-offroad.com include "Shipper and Receiver" in the subject line.

COVID-19 precaution(s):

- Remote interview process via Zoom
- Personal protective equipment provided upon hired
- Covid-19 guidelines and precautionary measures in place
- Social distancing guidelines in place and adhered to
- Virtual meetings encouraged
- Sanitization, disinfecting, cleaning procedures and mask wear policies in place

Segway Powersports Canada is an equal opportunity employer, and we would like to thank all applicants for their interest. Please note that we will only be contacting the candidates under consideration.



In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code *Segway Powersports Canada* will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment and selection process, please inform Human Resources at hr@hoosier-offroad.com of the nature of any accommodation(s) that you may require.