



<b>Job Title:</b>	Parts & Service	<b>Job Category:</b>	Parts & Service
<b>Department/Group:</b>			
<b>Location:</b>	Haven, KS	<b>Travel Required:</b>	
		<b>Position Type:</b>	Full Time/Hourly
<b>HR Contact:</b>	Chris DeMeyer	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Yes		
<b>Description:</b>	Assist customers in diagnosing issues, identifying parts they require. Help schedule and dispatch service technicians to fix customer's needs		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> CDEMEYER@KINCAIDEQUIPMENT.COM		<b>MAIL:</b> Kincaid Equipment Manufacturing, Inc. 210 West 1 <sup>st</sup> Street Haven, KS 67543	
<b>Job Description</b>			
<b>Qualifications/Requirements:</b>			
<ul style="list-style-type: none"> <li>● Answer customer phone calls to solve equipment issues.</li> <li>● Process and fulfill customer parts orders.</li> <li>● Assist with coordination of service trips for service technicians.</li> <li>● Strong communication and documentation skills.</li> <li>● Excellent problem-solving skills.</li> <li>● Work closely with Parts Crib supervisor.</li> <li>● Work closely with Controller to ensure proper billing.</li> <li>● All other duties as assigned.</li> </ul>			
<b>Reviewed By:</b>	J. Warner	<b>Date:</b>	5.27.26
<b>Approved By:</b>	K. Kincaid	<b>Date:</b>	5.27.26
<b>Last Updated By:</b>	K. Kincaid	<b>Date:</b>	5.27.26