



Title: Parts/Inventory Control Leader  
Location: Milwaukee, WI

Master Fleet LLC is a full service maintenance provider for semi-tractor, trailers and straight trucks with three Wisconsin locations – Green Bay, Neenah and Milwaukee. We are looking for a Parts/Inventory Control Leader for our Milwaukee location.

Responsibilities:

- Setting up the parts area to maximize efficiency within the location.
- Re-ordering parts with purchase orders with multiple suppliers.
- Ordering non-stock parts for the unique equipment that may be worked on.
- Receiving parts into inventory and making sure the payment to the supplier is accurate.
- Working with and developing positive relationships with suppliers.
- Inventory accuracy and controls, including cycle and physical inventories.
- Working efficiently and accurately in our system to track parts and pay suppliers timely.
- Provide parts information for repair estimates.
- At times, drive to suppliers to pick up special order parts.
- Keeping the parts area clean and organized.
- Warranty administration.
- Staging equipment for the technicians.
- Providing excellent customer service to external and internal customers.

Requirements:

- Ideally, has knowledge of semi-tractor and trailer parts or automotive parts. If not, the ability to learn this information quickly.
- Has some experience in leading a parts area set-up, and ordering and receiving parts.
- Some experience in working with and developing relationships with suppliers.
- Knowledge of how to attain inventory accuracy and implement inventory controls.
- Ability to work with our computer system for parts accuracy and supplier payments.



- Demonstrated customer service skills.
- Excellent communication skills.
- Very good organization skills and the ability to work in a fast paced environment.
- Demonstrated ability to be a team player.
- Very good work ethic.
- An ability and desire to continually improve the parts area and operation.
- Clean driving record.

Email your resume to [applications@master-fleet.com](mailto:applications@master-fleet.com)