

## Job Description

**Position: Parts Technician**

**Location: Lloydminster, AB**

### About Us

As an energy service company in its 28<sup>th</sup> year in business, Noralta Technologies provides a combination of patented technology and service that supports energy producers throughout North America. We aim to fully understand the goals and obstacles our clients face, and continually innovate ways to help them improve their performance. In this way, we envision becoming outstanding partners to our clients, constantly evolving new technologies and services, and sharing in their successes.

### Why work here

Surrounded by co-workers who are engaged in the community, our employees take pride in the work that they do and the company that they work for. The Parts Technician will join an established sales team who are respected for their integrity, dedication, and loyalty. Noralta strives to create an atmosphere and culture that embraces work/life balance, an understanding of what our employees require to be successful, and where hard work and commitment is rewarded with advancement opportunities.

### Primary Responsibility

We seek a full-time permanent Parts Technician, based out of our Lloydminster Field Office. Our Parts Technician will be responsible for:

- Taking requests via phone, email, and over the counter to identify, source, and provide the right parts for the job for both existing and new customers alike.
- Assist with the in-house remanufacturing process to provide the applicable component parts.
- Keen eye for detail and a mechanical aptitude
- Be familiar with general inventory management systems and software.
- Assist in preparing for and managing physical inventory.
- Read, understand, and apply technical service bulletins when applicable to providing the appropriate parts.
- Prepare and package outgoing items to ensure parts are protected through final delivery.
- Process parts returns in accordance with company return policy.
- Compliance with Health & Safety procedures

## **Qualifications**

- Parts Journey Person Certification (or working towards)
- High School Diploma
- Ability to read, speak, write, and comprehend effectively with employees and customers.
- Certification and/or applicable experience for operation of forklift and material handling equipment
- Intermediate computer skills and MS Office
- Must be able to lift, carry and sort items by hand up to 75 lbs.
- Requires a valid Class 5 drivers license and a reliable means of transportation.

## **Personal qualities and key skills**

- An possess an unwavering commitment to customer service.
- Must hold integrity, honesty and trustworthiness as core character attributes.
- Demonstrate effective communication skills by creating and delivering exceptional presentations, effectively and reliably coordinating resulting documentation and follow-up, managing the full sales cycle in line with stakeholder expectations and developing long-term relationships.

## **Please Note:**

For your safety and the safety of everyone around you, the following will be required.

- Pre-employment Drug and Alcohol testing
- Two professional references

Full benefits are offered following a 3-month probationary period. We thank all applicants for their interest in Noralta Technologies LLC., but only those chosen for an interview will be contacted.

## **Job Type: Full-time**

*Noralta would like to thank all candidates for their applications but only those chosen for an interview will be contacted.*

**Apply online on our website at [www.noralta.com](http://www.noralta.com) or email your resume to [humanresources@noralta.com](mailto:humanresources@noralta.com)**

