



Job Title:	Part-time Parts Coordinator	Contact:	Denise Pettley
Department/Group:	Operations	Location:	North Salt Lake, UT
Level/Salary Range:	\$19/Hr.	Position Type:	Part-time
Date posted:	12/8/2025	Posting Expires:	Click here to enter a date.

Job Overview:

We are currently seeking an innovative and detail-oriented Part-time Parts Coordinator to join our team, working 25-30 hours per week. Revolution Machine Tools is a dynamic and rapidly growing machine tool company committed to delivering exceptional machines, service, and parts to our customers. Join our team and be a part of a thriving organization that values its employees and fosters a positive working environment.

Key Responsibilities:

- Receive Parts Order Requests (P.O.R), enter all order details, vendor, item, quantity, and cost.
- Replenish stock inventory for North Salt Lake location.
- Pick and package parts order requests.
- Repackage parts to RMT packaging if applicable.
- Negotiate to make ideal parts purchases with optimal terms.
- Work with reliable vendors and suppliers.
- Obtain vendors and supplier's parts warranty.
- Update records.
- Enter orders in ERP system.
- Collect payment from customers if applicable.
- Track open PO's and Orders, provide ETA's and provide regular updates.
- Upon receipt of product/order, complete 3-way match documentation and place items in inventory or direct to appropriate parties.
- Assist in reporting key functional metrics to reduce expenses and improve effectiveness.
- Perform regular parts audits, to ensure inventory levels are reflected accurately.
- Run to local vendors to pick up needed parts.
- Create shipping labels and UPS labels for all non-freight items

Additional Information:

- One or more years of related experience preferred.
- Opportunities for career advancement
- Paid time off and Holidays, 401K
- Additional benefits, such as company paid life insurance.
- Health and Dental insurance for full-time employees



We are looking for highly organized, driven individuals who thrive in a collaborative team environment and will provide quality service to our customers.

The pay rate is negotiable based on experience.

Check us out at <http://www.rmtus.com>

Last Updated By:	Denise	Date/Time:	12/8/2025
------------------	--------	------------	-----------

V. 1