



Please send resume to Aneta – [aneta@desplainesmaterial.com](mailto:aneta@desplainesmaterial.com) or call 847-626-5754

Des Plaines Material & Supply, founded in 2004, is a leading supplier of water and sewer supplies, and on-site concrete in the Chicagoland area. We are a fast-growing company that has grown exponentially throughout the years. We pride ourselves on great customer service and we make our customers' complex projects simple and successful. We are looking for a self-motivated individual with an entrepreneurial spirit to join our team. We offer a competitive package with excellent benefits.

We are now hiring a full-time **Parts Runner / Stocking Associate**. The individual needs to be highly organized and communicate effectively. The primary duties include pick up and deliver truck parts to our warehouse, stocking, organizing, maintaining inventory in the warehouse and tracking of parts and supplies.

**Essential job duties and responsibilities:**

- Pick up and deliver truck parts and equipment to our warehouse.
- Assist in stocking, organizing, and maintaining inventory in our warehouse.
- Ensure accurate tracking of parts and supplies.
- Communicate with mechanics and office staff to ensure timely deliveries.
- Regular attendance and physical presence at work is an essential function of this position.
- Other duties as assigned.

**Qualifications:**

- Prior experience as a Mechanic or Automotive Parts Runner is highly desirable.
- Proficiency in English language skills.
- Highly organized and able to multitask.
- Attention to detail.

**Physical Requirements:**

- Lift/Carry up to 55 pounds frequently.
- Lift up to 100 pounds occasionally.

**Pay type:**

- Starting pay at \$18/hr

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All qualified applicants will receive consideration without regard to race, age, color, sex (including pregnancy), religion, national origin, disability, sexual orientation, gender identity, marital status, military status, genetic information, or any other status protected by applicable laws or regulations.