



Parts/Inventory Specialist - Los Angeles, California

About Us:

Since 2008, boutique restoration house Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients' desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why "everything is important."

This full-time position in our Los Angeles office near Burbank, includes competitive vacation and health benefits.

The Position:

We are looking for a Parts/Inventory Specialist to perform a range of part picking, tracking and inventory management functions for Singer Vehicle Design.

Key Responsibilities and Duties:

- Pick parts from the Bill of Materials (BOM)
- Support inventory tracking and audits
- Follows relevant processes and procedures
- Supports programs to improve department processes
- Other duties as required and assigned

Required Experience:

- High school diploma, GED (General Education Diploma) equivalency or degree
- Minimum 6 months to 1 year related experience and/or training
- PC literate with experience with Microsoft Outlook, Word and Excel
- Knowledge of MRP/ERP systems
- Team player with the ability to show initiative
- Works well under pressure and is able to work independently as well under supervision

**Preferred Qualifications:**

- Experience in an automotive dealership parts team, manufacturing and/or automotive manufacturing industry
- Prior experience working in a small company environment
- Knowledge of car parts

Key Competencies:

- Extremely organized
- Exacting attention to detail and deadlines
- Self-starter, entrepreneurial and able to consult on new processes and procedures as needed
- Excellent written and oral communication skills
- Analytical and Problem Solving Skills
- Multi-Tasking Abilities
- Ability to work independently & with others
- Flexibility to perform job functions as needed

Salary: Hourly rate

Singer Vehicle Design Benefits Package consists of Medical, Dental, Vision, and Life Insurance, Aflac Supplemental/Indemnity Plans, Paid Time-Off (PTO), and eight company-paid holidays.

How to Apply:

Please go to: <http://singervehicledesign.com/careers/> and click on "Apply Here" and complete the application form, making sure to upload both a cover letter and resume. We will review each application and reach out to you if we would like to move forward in the interview process.

No phone calls, faxes or mailed submissions will be accepted.

Only local candidates will be considered for this role.