



**Parts Specialist**  
(Full-Time)

Do you thrive in an environment with challenging work? Do you like the idea of helping an endeavor reach its full potential? We're a growing sales and distributor company representing major HVAC equipment manufacturers. Do you want to work for an organization that values its staff and offers great benefits? If you answered yes, then let's talk about your new role as a Parts Specialist with DMG.

The Parts Specialist is responsible for the following job duties:

- Process a heavy volume of calls and email requests
- Answer general customer inquiries
- Track shipments
- Resolve accounting issues and pricing discrepancies
- Interact with product manufactures via phone or email to determine correct parts needed by the customer

Critical Skill Set:

- Possess strong analytical skills and attention to detail
- Proficient in MS Office
- Excellent interpersonal communication skills
- High School Diploma or equivalent
- Technical HVAC experience a plus, but not required

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In compliance with California Consumer Privacy Protection Act (CCPA), there may be a need to collect your personal information, (Name, Address, Phone Number, E-mail, etc.). When applying for a position with our firm, you are providing consent to use such information within the normal scope of recruiting and business operations. The company does not and will not sell your Personal Information for any consideration. For a complete list of the information we collect, please see our Company Public Privacy Policy located on our website at [www.dmghvac.com](http://www.dmghvac.com)

DMG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.