

Campus Recruitment Notice

Spare Parts Executive

Role	Department	Location	Annual CTC
Spare Parts Executive	Spare Parts	Ahmedabad / Anand	Rs. 1.80 Lakhs p.a.

About Paras Trucks and Buses

Paras Trucks and Buses is a leading authorized dealership of Ashok Leyland — India's second-largest commercial vehicle manufacturer — with over 18 years of presence across Gujarat, Rajasthan, Punjab, and Haryana. Our operations span six OEM partnerships, with Ashok Leyland being the flagship, representing the full range of M&HCV (Medium & Heavy Commercial Vehicle) trucks and buses.

We operate modern, process-driven workshops in Ahmedabad and Anand built on Ashok Leyland's structured service framework. Our after-sales environment is digitally enabled, quality-focused, and committed to delivering world-class service to fleet operators and vehicle owners across the region.

Joining Paras Trucks and Buses means stepping into an OEM-backed environment where you will receive product training, process mentorship, and hands-on exposure to the commercial vehicle industry from day one.

About the Role

The Spare Parts Executive is responsible for the day-to-day running of the parts store at the workshop. You will receive and store Ashok Leyland genuine spare parts and lubricants, issue parts and lubricants to the workshop floor as required, attend to walk-in customers at the parts counter, and visit the local market to source parts when a genuine part is not available in stock. This is a hands-on store role that requires someone who is organized, careful with materials, and comfortable working in a busy workshop environment.

Key Responsibilities

Receiving and Storing Parts

- Receive incoming stock of Ashok Leyland genuine spare parts (LEYPARTS and VALUEPARTS) and verify the delivery against the purchase order for quantity and condition
- Scan each incoming part into the store using the LeyTrack app by reading the QR code on the part packaging — this records the part in the system automatically
- Place parts in their correct storage locations as per the store layout, following the FIFO (First-In, First-Out) order guided by LeyTrack alerts
- Handle parts carefully at all times to prevent damage during storage and movement

Issuing Parts to the Workshop Floor

- Receive parts requisitions from the Floor Supervisor against approved Job Cards
- Pick the required parts from storage and scan them out using LeyTrack before handing them over to the workshop bay
- Accept and scan in any unused or incorrectly picked parts returned from the floor, and return them to their correct storage location
- Ensure all part movements — in or out — are recorded in LeyTrack at the time of the transaction

Receiving and Issuing Lubricants

- Receive incoming lubricant stock — engine oils, gear oils, coolants, and brake fluid — and verify quantity and condition against the delivery
- Store lubricants safely in the designated area, separate from parts storage, in line with workshop safety practices
- Issue lubricants to the workshop floor against job card requirements and record all transactions in the DBM system

Local Parts Purchase

- When a required genuine part is not available in the store and the vehicle cannot wait, raise a local purchase request and get approval from the Parts Manager
- Visit authorized local vendors or spare parts distributors in the market to source the required part
- Collect a proper bill or invoice from the vendor and submit it to the Parts Manager for entry into the system upon return

Over-the-Counter (OTC) Sales

- Attend to walk-in customers and fleet operators at the parts counter who are looking to purchase spare parts or accessories
- Help identify the correct part for the customer's vehicle with support from the Parts Manager or the Ashok Leyland parts catalogue
- Ensure the sale is billed correctly in the DBM system before the part is handed over to the customer

Qualifications

- ITI in any trade, Diploma in Automobile / Mechanical Engineering, or 10th / 12th pass with a willingness to learn
- Basic comfort with a smartphone and simple apps — LeyTrack and DBM training will be provided during onboarding
- Organized and careful approach to handling and storing materials
- Good communication skills in Hindi and Gujarati for dealing with customers and vendors at the counter and in the market
- Willingness to travel locally for parts procurement when required

What to Expect

- Full training on the LeyTrack app and DBM system provided during onboarding — no prior experience required
- Hands-on experience handling Ashok Leyland genuine parts and lubricants in a structured workshop environment
- Working closely with the workshop floor team, Service Advisors, and the Parts Manager as part of a connected team
- Mentorship from the Parts Manager and senior workshop staff

How to Apply

Interested candidates may send their resume to:

hr.guj@parastrucks.in

Subject Line: *Application - Spare Parts Executive | [City]*

Placement officers are invited to share this notice with eligible final-year students and coordinate with our HR team for campus presentations, pre-placement talks, or interview scheduling at your institution.

For placement coordination and queries:

HR Department — Paras Trucks and Buses

Phone: +91 74969 70303

Email: hr.guj@parastrucks.in

Paras Trucks and Buses is an equal opportunity employer. We welcome applications from all eligible candidates.