



Your Integrated Solution

Experience. Equipment. Materials.

Come join our young and dynamic team

Position: Parts man – Warehouse Manager

Job description / Role

- Receives, issues unloads and records parts, equipment and other supplies.
- Read and interpret schematic diagrams, manuals, catalogues, microfiche, lists, etc., to determine materials requirements.
- Indicate part numbers, description, quantity and codes on Stock Issue and Equipment Repair order sheets.
- Determines source of supply, maintains records of requisitions, initiates purchase orders, receives and issues materials and on occasion orders standard items regularly carried in inventory.
- Unloads, unpacks, inspects, checks packing slips against stock received loads, moves, stores and records the movements and storage locations of materials within the warehouse and as necessary inputs information on various data bases. As required, expedites the delivery of materials.
- Issues or transfers materials to customer department personnel or other warehouse locations maintains appropriate records and inputs information on a database.
- Performs stocktaking and cycle counts functions, investigates and reconciles discrepancies.
- Report safety issues.
- Ensure the security of the warehouse.
- Complete house keeping duties to maintain the warehouse in a clean, tidy and safe condition and parts catalogues, microfiche and other reference materials current.

Requirements

- One year experience within spare parts operations.
- Knowledge of mechanical parts, catalogues, distributors and dealers.
- Knowledge of inventory control and warehousing practices.
- Knowledge of purchasing and requisitioning procedures.
- Proficiency with required computer systems.
- Ability to maintain records.
- Ability to understand and execute oral and written-instructions.
- Ability to establish and maintain effective working relationships.
- Physical strength and agility sufficient to perform the work of this class.

Position: Permanent Full-time

Salary: Competitive salary with benefits

Closing Date: March 29th, 2019

Please submit your resume

By email : seb@lachanceconstruction.ca

Mail: Human Ressources, Lachance Construction, 154 ch. Clear Lake N, Kapuskasing, ON, P5N 2X7

Questions : 705.347.2239 or email : seb@lachanceconstruction.ca

NOTE: Only selected candidates will be contacted for the interview process