

Internal and External applications, including a detailed resume and outline of qualifications, will be reviewed starting on **Thursday, December 14, 2023**, and will continue to be accepted by the Human Resources & Safety Division until the position is filled.

Note: Please submit your application electronically to recruit@synergynorth.ca

STORESKEEPER

Purchasing & Stores Department Outside Staff Collective Agreement
Group III Schedule "B": \$20.4279 to \$25.5349/hour (May 1, 2023 rates)

POSITION SUMMARY:

Under the general direction and guidance of a supervisor, is responsible for the issuing, receiving and storage of materials, tools and equipment.

- Physically receives, issues and stores tools, material and equipment.
- Performs the computerized entry of all receipts, issues, credits and returns of inventoried items which includes retrieving of information through the Material Requirements Planning (MRP) Software System.
- Performs all transactional duties and customer service tasks with accuracy and care.
- Compares goods received to purchase orders and reports deficiencies to vendor and supervisor. Resolves discrepancies as needed.
- Maintains and compiles transformer, Protective Rubber Glove rotation and Protective Line Rubber change files.
- Performs physical cycle count and year end count of materials held in inventory and records surplus materials and equipment.
- Responsible to process and scrap transformers that are confirmed as 2 to < 50 ppm of PCB.
- Responsible for the evacuating and disposal of used transformer oil 2 to < 50 ppm of PCB.
- Responsible for Stores area cleaning, painting and general maintenance, and Operations Centre Yard cleaning as required.
- Prepares material and equipment for shipping.
- Maintains departmental WHMIS program requirements.
- Performs such other related duties as may be assigned.

QUALIFICATIONS:

Mandatory

- Secondary school graduation together with recent warehousing experience and a knowledge of current inventory methods, or an equivalent combination of education and experience.
- Valid Ontario Driver's License with an excellent driving record. *Note: A Driver's Abstract will be processed by Synergy North to verify that the applicant has no more than 6 demerit points.*
- Good organizational skills, strong computer skills, and a mathematical and mechanical aptitude.
- Demonstrated good customer service, communication (verbal and written) and interpersonal skills with a commitment to continuous improvement and teamwork.

Preferred

- Experience with the utility's MRP System.
- Experience with Microsoft Office 365 applications.
- Knowledge of electrical and electronic terminology and applications.
- Experience in forklift operation.
- Knowledge of hazardous waste material handling and WHMIS.

CONDITIONS OF EMPLOYMENT:

- Must be physically capable to meet the job's physical and work environment requirements (as determined by a physical requirements evaluation).
- Must have an ability and willingness to work outdoors, as required.
- Must be willing to work additional hours, after hour call-outs, work overtime and/or work out-of-town as required.
- Must attain and maintain forklift certification.
- Must successfully complete a Police Information Check & Drug & Alcohol testing.

TESTING To confirm ability and suitability, applicants may be required to take tests related to the job requirements and duties of this position, which may be conducted by a third party.
