

STORESKEEPER

Purchasing & Stores Department - Outside Staff Collective Agreement
Group III Schedule "B": \$22.0927 to \$27.6159 /hour (May 1, 2025 rates)

SYNERGY NORTH CORPORATION distributes electricity to approximately 50,000 residential customers and 6,000 commercial customers located in Thunder Bay and Kenora, Ontario. It is our mission to provide outstanding energy services in a safe, reliable, and trusted manner to our communities in order to power people's lives. To do this, we are continuing to build on our strong team of professionals and have a full-time, permanent position of Storeskeeper in Thunder Bay, Ontario. SYNERGY NORTH invests in the safety and wellbeing of our employees. We provide a robust training program a comprehensive benefits package.

POSITION SUMMARY:

Under the general direction and guidance of the Supervisor, Lines & Operations, 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 for processing, scrapping and evacuating transformers that may contain PCB's.
- 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.
- Experience with Microsoft Office 365 applications.

Preferred

- Experience with the utility's MRP System.
- 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 of meeting the job's physical and work environment requirements (as determined by a physical requirements evaluation).
- Must have the 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.

Internal and External applications including detailed resume and outline of qualifications are being reviewed starting **August 20, 2025** and will continue to be accepted by the Human Resources & Safety Division until position is filled.

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