

STOREKEEPER

Elexicon Energy is the fourth-largest municipally owned electricity distributor in Ontario. Our mission is to provide our customers with reliable, affordable energy services and to continuously improve to meet their needs, while ensuring the needs of our shareholders are met through sustainable growth.

As the Storekeeper, the successful candidate will join Elexicon Energy's Purchasing Department. The successful candidate will play a key role in our day-to-day operations, projects and initiatives that will support our vision of empowering the communities we serve and help customers seize opportunities to ignite a better future and serve as our Storekeeper. This is an exciting time to join this growing team as we develop the strategies and plans to support a new brand and vision for customer centricity and operational excellence!

The successful candidate will display a track record that mirrors Elexicon Energy's values of safety, kinship, responsiveness, competence, and mindfulness; and will espouse our motto of "response-ability" in their approach to work.

This position initially reports to the Purchasing Supervisor, Procurement at the Whitby location and is responsible for the daily activities as follows:

DUTIES AND RESPONSIBILITIES

- + Responsible for the operation and maintenance of the warehouse and storage yard
- + Responsible for the shipping/receiving material and process receipts in Great Plains
- + Coordinate and assemble material packages for planned jobs
- + Issue, return and scrap all inventory material and equipment to and from the field
- + Dismantle and inspect returned material to inventory or scrap
- + Identify shortages or obsolescence of parts and make recommendations on purchases or disposal respectively
- + Ensure the movement of material on a first in first out basis
- + Responsible for the storage, handling and records of PCB waste storage site
- + Prepare and investigate inventory discrepancies and perform inventory cycle counts
- + Other duties as required may be considered part of these responsibilities

EDUCATION, SKILLS, AND EXPERIENCE

Education and Experience:

- + College diploma or additional 5 years related experience
- + Class G driver's license
- + Forklift license

Key Skills and Experience:

- + Proficient in Microsoft Office applications (Microsoft Word, Microsoft Excel, Microsoft Outlook, etc.).
- + Proficient in Dynamics Great Plains
- + Excellent organizational, project management, communication and verbal skills with a strong commitment to customer service
- + Ability to exercise independent judgment and perform all assigned duties with minimal supervision.
- + Experience with trade tools and equipment

Please note: Elexicon's Vaccination Policy requires confirmation of full vaccination status as a condition of employment.

Interested and qualified applicants are encouraged to submit their resume to: hr@elexiconenergy.com. Please quote position title that you are applying for in the subject line of your email.

Please note that accommodations can be provided upon request. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in Elexicon Energy.