



Position Description

Position Title: Warehouse / Partsperson

Work Location: Slave Lake

Department: Transportation

Title of manager this position reports to: N. Transportation Supervisor

Positions reporting to this role: N/A

Work Rotation (if applicable): Five days a week.

Work Days / Hours: Monday to Friday, 7:30 a.m. – 4:30 p.m. with a 1 hour unpaid lunch.

Purpose of Role: To manage the flow of materials to plant maintenance/mechanics and manage the inventory.

CORE RESPONSIBILITIES

- Pull parts from inventory and supply to mechanics and plant maintenance;
- Ownership of the parts room, and parts;
- Issue parts on work orders;
- Perform cycle counts and inventory counts;
- Keep warehouse in a neat and tidy order;
- When need source parts from suppliers and work with procurement on purchasing;
- Manage bin locations, part numbers, min/max and dead inventory;
- Ship and receive materials as needed.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

Two to five years experience

- as a parts runner/warehouse worker
- years experience working with consignment inventory
- years experience picking parts for industrial and mechanical settings
- working with truck parts would be considered an asset
- working in ERP based computer systems

Enrollment or completion of a parts man course would be considered an asset

- Experience working with bin locations, part numbers, safety stock and min/max
- Experience with data entry on work orders
- Experience using ERP systems to look up part numbers, make adjustments and enter data
- Experience working with truck parts and consumables used in an industrial plant setting
- Attention to detail with strong planning, organizational and communication skills
- Experience working with consignment inventory
- Experience with TMT software application would be considered an asset.

PHYSICAL REQUIREMENTS / WORK CONDITIONS

Physical Requirements: Physical demands are moderate, consisting primarily of sitting, standing, walking.

Working Conditions: Warehouse setting. Comfortable with wearing PPE. Comfortable in a fast paced setting

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

<i>Document Revision Control</i>	
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Department	Transportation
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