

## **Job Description**

### Responsibilities

- Purchase materials as per job sheet.
- Expedite ordered goods as required to ensure timely arrival and communicate back to account managers.
- If goods do not arrive as scheduled, follow up with suppliers to determine the estimated arrival date and advise concerned parties.
- Prepare pick up slips and tags for incoming goods.
  - o Once arrival notices have been received, write up tags/slips (as required) to ensure goods are received in a timely manner.
- Receive goods into the inventory system.
  - o From suppliers' packing lists, receive goods into the inventory system.
- Document and finalize claims.
  - o Administer damage, shortage and/or flaw claims for materials that do not meet the ordered requirements. This would entail segregating materials for inspection
  - o by suppliers, preparing appropriate documentation and making final adjustments to the inventory.
- Take cuts/requirements for materials required at jobsites.
  - o Write up white sheets or enter information on job sheets as required.
- Maintain in and out material record.
  - o Enter white sheet numbers to appropriate jobs in the record system.
- Verify receipts to invoices as required by A/P.
  - o As required, compare actual receipts to invoiced quantities to ensure correct payments are made to suppliers.
- Advise sales on arrival and/or availability of ordered goods.

- o When goods arrive for a job which does not have a specified start date, inform the appropriate salesperson that the inventory are available and the job can/should be scheduled.
- Monitor pricing from our supplier and update to ensure we receive the best price.
- Monitor and order sundries as required in cost efficient manner.
- Record vehicle maintenance.
- Maintain an up to date list of inventory including stock and roll ends for resale.
- o With Warehouse Manager, sample and measure stock rolls and roll ends as required for sales.
- o Do counts to ensure inventory and sundry quantities in the system are accurate.
- Do quarterly inventory counts and report to Controller
- Annual inventory count and reconciliation.

#### Qualifications

- University Degree or College Diploma or equivalent within the field
- Minimum of 5 years experience
- Demonstrates strong organizational skills
- Pays close attention to detail and accuracy
- Ability to read and interpret inventory reports, sales reports, and packing slips
- Ability to effectively work within a team environment
- Manages time efficiently
- Possesses broad knowledge of the range of store products and services
- Strong problem solving abilities
- Be Able To Lift 50lbs

Job Types: Full-time, Permanent