



Warehouse/ Supply Chain Coordinator

Job Purpose

The Warehouse/ Supply Chain Coordinator is responsible for the administering and handling of all stocked utility materials for EQUS employees as well as performing administrative tasks associated with supply chain management at EQUS. The Warehouse Coordinator ensures that all material is ready for construction work orders, and accurately records salvaged and re-useable material. Responsible for the overall tidiness of the shop and the yard, this position manages all building maintenance for the North Area office. Working collaboratively with the EQUS Supply Chain team and the North Area team.

Duties

Inventory Management Duties:

- Work with Area Service Administrators, Estimators, and the Field Service Leader to ensure required material is ordered, issued, and stocked as needed
- Update bin locations and warehouse mapping on an ongoing basis
- Pick orders for new construction projects, planned programs, and trouble calls
- Monitor inventory levels and order material based on EQUS' procurement policies
- Create and receive purchase orders and manage purchasing documentation
- Re-issue salvaged material back to the Warehouse in EQUS' inventory management program
- Finalize and close-out work order inventory in EQUS' inventory management program
- Enter material sheets in EQUS' inventory management program
- Transfer material in the inventory management program and arrange transport
- Perform bi-weekly/ monthly warehouse cycle counts, investigate and adjust inventory as required
- Perform monthly pole, transformer, and breaker verification
- Administer cycle count lists on Safety Meeting Day for truck counts and enter into inventory management system
- Assist in setting up minimum and maximum inventory levels for the North Area based on requirements
- Maintain the North Area transformer spreadsheet and reel inventory list
- Assist in Supply Chain Management Inventory/ warehouse projects as needed and participate in bi-weekly warehouse meetings

Supply Chain Duties:

- Process non-inventory purchase requisitions and purchase orders in a timely manner
- Assist area leaders, department leaders, and other staff to obtain quotations
- Ensure supplier contract pricing is utilized and contract requirements are followed
- Provide support to the Operations Leader - Supply Chain with the implementation and on-going tasks of strategic procurement initiatives
- Ensure orders are meeting specified deadlines and paperwork from vendors is complete and correct



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- Assist the Operations Leader – Supply Chain with the coordination and research for formal Request for Proposals and Request for Quotes including scheduling supplier meetings, issuing documents and updating templates
- Perform on-going expediting activities to ensure timely arrival of goods
- Proactively work with stakeholders to gain an understanding of their technical requirements
- Investigate and resolve order discrepancies and reconcile invoicing and resolve invoice issues
- Provide back-up support to EQUS Procurement Coordinator on an as needed basis

Warehouse and Building Maintenance Duties:

- Clean, organize and maintain the warehouse, shop, and yard
- Physically receive deliveries, put away orders and verify receipt
- Work with all EQUS Areas to align warehouse standards
- Skid and pack salvaged transformers and arrange transport with suppliers
- Monthly inspections of yard, building, and equipment
- Manage pick up and drop deliveries of wire bins, garbage, and recycling containers
- Responsible for deliverable utilities (water, sewer, etc.)
- Assist in trouble calls when possible after hours, on request
- Perform snow removal and groundwork as required (both sidewalks and yard)
- Manage building requirements for inspections, and secure third party inspection and certifications, as required

Additional Duties

Additional duties may be requested and directed by the Operations Leader – Supply Chain as required.

Review and Approval of Work

This position reports directly to the Operations Leader – Supply Chain.

This position will also coordinate and collaborate with the Integrated Member Services Leader (North) for building maintenance duties

Job Requirements/Education

- Grade 12 or Equivalent
- Experience working with an Inventory Management program
- Proficiency with Microsoft Office programs
- Minimum of two years of experience in warehousing and inventory and/or purchasing
- Utility industry experience is preferred
- Experience upholding a Corporate Safety Program is considered an asset
- Valid Class 5 Drivers License
- Experience in operating a skid steer (with various attachments), forklift and various other pieces of equipment as required.
- Compensation



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- EQUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

Power up your career by joining the EQUS team!

Submit your application to HR@EQUS.CA



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

EQUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it. EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After 6 months your application, and any personal information collected about you during the verification process will be destroyed.