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Newmarket-Tay Power Distribution Ltd.

STOCK KEEPER (PART-TIME)

Job ID: OP-23-103

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, which is approximately one hour north of Newmarket along the shores of Georgian Bay.

We are looking for a dynamic, highly motivated, and proactive Stock Keeper to join our team at our office in Midland.

POSITION SUMMARY

Our Stock Keeper is responsible for keeping equipment and material in an orderly fashion for easy distribution to the Newmarket-Tay Power Distribution Ltd. (NT Power) line crews. This position will report directly to the Manager of Purchasing.

KEY RESPONSIBILITIES:

- Based on departmental objectives and established stocking levels, submit material requisition forms for replenishment of stock purchase orders.
- Receives, unloads, and verifies the accuracy and completeness of materials, based on the applicable NT Power documentation such as Purchase Orders or other contract documents
- Issues stores materials
- Assists in the maintenance of NT Power stores and storage yard/areas
- Keeps equipment and materials orderly and controlled to make it easy for line crew team members to access what they need to do their work
- Reports any unsafe practices and situations to the Manager of Purchasing or Superintendent and recommends ways of improving the safety of the work environment
- Maintain complete and accurate records of all receipts and withdrawals from the warehouse
- Conduct scheduled cycle counts, and works with the Manager of Purchasing on variance analysis, and process improvements to eliminate variance triggers.
- Assists in data compilation for reports
- Ensure adequate record keeping and manage all documentation to confirm stock levels and maintain inventory control
- Delivers materials to work sites from time to time
- Provides relief for other positions, as requested
- Related duties as assigned

QUALIFICATIONS AND REQUIREMENTS:

- Education equivalent to full secondary school
- Preference will be given to those with a 3 years relevant experience.





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- Proficiency using a computerized purchasing and inventory control system and MS Office
- Knowledge of Infrastructure Health and Safety Association (IHSA) current Rule Book and Regulations, Occupational Health and Safety Act and Regulations, Workplace Hazardous Materials Information System (WHMIS)
- Applicants must have an excellent safety and attendance record and strong safety awareness.
- Must be highly motivated team player with strong communication skills to interact with both internal and external clients
- Must possess a valid Ontario Class D with a Z endorsement Drivers license with a driving record in good standing and Forklift Truck Operator's Certificate with proficiency in operating a forklift truck

Application Information

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>.

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted. Candidates are required to disclose NT Power employees who are immediate family members at the time of the interview.

The successful candidate will be required to obtain a criminal verification screening as a condition of employment.

APPLICATION DEADLINE FOR THIS POSITION: BY 4 P.M. FRIDAY, JUNE 9, 2023

Newmarket-Tay Power Distribution Ltd. is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.

