



**Execulink Telecom  
Inventory Supervisor  
Burgessville, ON**

Execulink Telecom is looking to hire an Inventory Supervisor on a fulltime, permanent basis. As the Inventory Supervisor, you will lead your team to exceed customer and organizational expectations. You're a mentor, a coach! You provide productive feedback and thoughtful guidance to your team. You will develop and maintain a team and take the lead for customer account related escalations. You are responsible for ordering and maintaining inventory levels for Stores, Installers and shipping needs in order to deliver an awesome customer experience and meet KPIs (Key Performance Indicators)

**Position Details**

- Full-time, 40 hours per week.
- Regular hours are Monday to Friday from 8:30 AM to 5:00 PM. You may be required to work outside of these hours on occasion to meet business requirements.
- Located in Burgessville, ON, but occasional travel to Thedford is required.

**Job Duties Include (but are not limited to):**

- Train, develop and coach a team to meet or exceed department goals
- Act as an escalation point for inventory management and shipping
- Proactively interact with vendors to ensure appropriate inventory levels are maintained
- Forecasting
- Inventory control, cycle counts
- Perform regular QA checks on team operations and processes, identifying and implementing opportunities for improvement and reporting results to the Customer Experience Manager
- Involvement in hiring, training and retaining employees
- Regular one-to-one meetings with employees
- Prepare and deliver performance reviews on a regular basis
- Conduct coaching and EPIP meetings
- Lead monthly team meetings
- Approval of time sheets
- Approval of vacation requests

**What We Offer**

- Fast-paced work environment
- Competitive base salary

- Full benefits package including medical, dental, vision, retirement savings, health & wellness program, employee discount plan, tuition reimbursement program & interest free computer loans!
- A rewarding, challenging, and fun place to work, and all of the benefits that go along with it!
- A positive team with a friendly, family-spirited approach.

### **What You Offer**

- Minimum 3 years' experience with inventory management, forecasting, vendor relationships
- Minimum 2 years' experience leading an inventory team
- Proficient computer skills in MS Word, Excel and PowerPoint
- Valid Class G Driver's Licence and access to reliable transportation
- Great understanding of inventory management
- The ability to communicate with confidence using superior customer service skills
- Exceptional verbal, interpersonal and written communication skills
- Strong attention to accuracy, detail and follow-up
- Superior leadership skills in managing a team through motivation and encouragement
- Self-motivated with the ability to exceed all goals and objectives with minimal supervision
- Ability to manage and prioritize multiple assigned tasks using excellent planning and organization skills
- Ability to learn in a fast paced environment
- Knowledge of Health & Safety requirements specific to the department

### **How to Apply**

Tell us why you would excel as a member of our team! Submit your cover letter and resume to [work@execulinktelecom.ca](mailto:work@execulinktelecom.ca).

*\*\*Execulink is conducting all interviews through video chat in order to comply with COVID-19 precautionary measures and government-regulated social distancing.\*\**

At Execulink Telecom, the largest locally owned independent telecom company in Southwestern Ontario, our only goal is to enhance your lifestyle at home, work and play. As we grow rapidly, we have an unwavering commitment to continue to build a positive team, with a friendly, family spirited approach. The selection of exceptional talent is important to us! When you join Execulink, you're joining a team that's focused on not only providing an AWESOME experience to our customers, but to our employees as well. We live and breathe our Vision, Mission and Values, and are searching for individuals who are excited to contribute and do the same.

*Execulink Telecom is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*