



**Execulink Telecom
Inventory Clerk
Burgessville, ON**

We are seeking a driven and organized Inventory Clerk to join our awesome Execulink family!

Our inventory team members enjoy a consistent day shift (8:00am-5pm) Monday to Friday, with a variety of responsibilities that include the receiving and organization of incoming stock, and monitoring of inventory levels for customers and technicians.

As an Inventory Team Member with Execulink, you can expect:

A competitive base salary with vacation entitlement your first year

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!

As a part of our team, you will enjoy the following activities:

- Shipping and Receiving
- Hardware testing and repackaging as required
- Promptly receiving and unpacking all inbound supplies and materials, perform testing (if required), labelling and organizing stock
- Verifying shipment details using receipts and packing slips
- Entering inventory data into CRM (Customer Relationship Management) system
- Performing inventory counts, conducting quality control and compiling inventory reports
- Maintaining stock rotation and coordinating the disposal of and account for salvage equipment/materials
- Maintaining all shipment related paperwork/records and uploading into CRM as appropriate
- Ensuring proper packaging of the outbound stock and preparing customer equipment for our installation team
- Inspecting every outgoing shipment to ensure accuracy
- Participate in managing Inventory levels to meet customer demand
- Any other duties as may be assigned from time to time

You are a motivated Inventory professional with:

- A minimum of 1 year experience in a prior inventory control role
- Experience with a computerized inventory system is preferred
- Proficiency in Microsoft Office software (Word, Excel and Outlook)
- Superior organization skills and attention to detail
- Proven problem solving ability

- Excellent verbal and written communication skills
- Ability to prioritize and multitask while being flexible working with a changing list of priorities
- Ability to work with minimal supervision and maintain a positive working relationship with coworkers
- The ability to lift up to 50lbs with significant time spent standing/walking and performing physically repetitive tasks
- Must have CSA approved safety shoes
- Valid Class G Driver's licence and a reliable vehicle

How to Apply

In your cover letter tell us why you would excel as a member of our team!

Submit your cover letter and resume in confidence to 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.

About Execulink

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 Mission, Vision 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.