



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

DAY SHIFT | NO WEEKENDS | BENEFITS

Execulink Telecom is the largest locally owned independent telecom company in Southwestern Ontario. Apply today to be part of a growing, innovative and essential organization that values building a positive team environment with a friendly, family spirited approach.

Position Details:

- Full-time, permanent opportunity
- 40 hour work-week Monday-Friday from 8:30 AM to 5:00 PM.
- Comprehensive benefits available after 90 days of employment including medical, dental, vision, health and wellness program, tuition reimbursement, vaccine incentive program and much more!
- Located in Burgessville, ON

Responsibilities include but are not limited to:

- 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
- Entering inventory data into CRM (Customer Relationship Management) system
- Performing inventory counts, conducting quality control and compiling inventory reports
- Ensuring proper packaging of the outbound stock and preparing customer equipment for our installation team
- Inspecting every outgoing shipment to ensure accuracy
- Any other duties as may be assigned from time to time

You Bring:

- Superior organization skills and attention to detail
- 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
- Experience with a computerized inventory system is preferred
- Must have CSA approved safety shoes
- Reliable vehicle to travel to and from work location in Burgessville

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 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.