



**Execulink Telecom
Inventory Clerk
Burgessville, ON**

Execulink Telecom is hiring a full-time, permanent Inventory Clerk for their location in Burgessville. You will be responsible for daily inventory control procedures, distribution functions and testing of hardware.

Position Details:

- Full-time, forty (40) hours per week.
- Monday to Friday from 8:30 AM to 5:00 PM
- Located in Burgessville, ON

Duties Include but are not limited to:

- Inventory control
- Shipping
- Receiving
- Hardware testing and repackaging
- Timely and quality receiving of all inbound supplies and materials
- Proper handling and storage of the received stock
- Verify receipts and packing slips
- Unpack items received, test (if required), label and place stock on shelves
- Enter data of inventory into CRM (Customer Relationship Management system)
- Perform inventory counts, conduct quality control and compile inventory reports
- Maintain stock rotation, coordinate the disposal of and account for salvage equipment/materials
- Maintain 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
- Inspect every outgoing shipment to ensure accuracy
- Any other duties as may be assigned from time to time

What You Offer

- Must have minimum 1 year experience in inventory control
- Experience with a computerized inventory system preferred
- General computer skills and knowledge of Microsoft Office
- Superior organization skills and attention to detail
- Proven ability to problem solve
- 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 and spend a significant time throughout the day standing/walking and completing repetitive bodily motions.

- Must have CSA approved safety shoes
- Valid Class G Driver's licence and a reliable vehicle

What We Offer

- 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!

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.