



**Execulink Telecom
Inventory Clerk
Burgessville, ON**

You are the organized, efficient master of the Stock Room. In a chaotic world, you make things right by ensuring every piece of equipment finds its rightful place.

You are the Supply Ninja

Execulink Telecom is hiring a full-time, permanent Supply Ninja (aka Inventory Clerk) for their location in Burgessville. In this awesome action-paced, full-time day shift role, you will master daily inventory control procedures, distribution functions and testing of hardware.

As a Stock Room Ninja Master, you will:

- Meet delivery goals by completing on-time shipping
- Complete all shipping tasks in an efficient manner
- Maintain accurate inventory
- Complete all tasks with the highest quality assurance goals in mind

Tell me more!

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

When it Comes to Benefits, we Have you Covered!

- 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!

You want to support a company you believe in.

At Execulink, we *live* our Values. We build up our community by giving back through community donations that matter to you. Check out our [Humans of Execulink](https://www.execulink.ca/blog/tag/humans-of-execulink/) Blog to see why our employees love being part of this awesome team: <https://www.execulink.ca/blog/tag/humans-of-execulink/>

Everyday is an Awesome, Action Packed Adventure in Inventory as you Enjoy

- Performing Inventory control tasks
- Completing all related Shipping and Receiving tasks
- Hardware testing and repackaging
- Timely and quality receiving of all inbound supplies and materials
- Proper handling and storage of the received stock
- Verifying receipts and packing slips
- Unpacking items received, test (if required), label and place stock on shelves
- Entering data of inventory into CRM (Customer Relationship Management system)
- Performing inventory counts, conduct quality control and compile inventory reports
- Maintaining stock rotation, coordinate 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
- Other duties may be assigned from time to time

You Bring the Skills

- A minimum of one (1) year experience in inventory control
- Prior 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
- Proof of COVID-19 vaccinations as approved for use by Health Canada is required prior to first day of employment

Join our Team and Enjoy an Awesome Workday, Every Day!

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

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.