



ideal roofing
Company Limited, Manufacturers

idéa! revêtement
Compagnie Limitée, Manufacturiers

POSTING

Inventory Clerk

Responsibilities: This position is considered part of the purchasing department and the candidate will report to the Purchasing and the Inventory Managers. The candidate will be responsible for all receiving of incoming material at Ideal Roofing. He / She will verify the received material against the supplier's packing slip to ensure that the material being received is in fact what was ordered. It is also the receiver's responsibility to ensure that all paperwork of material received is correctly completed and forwarded to the appropriate person for computer processing. The candidate will ensure that all coils are correctly identified with labels and that all identifications are entered into the corresponding logbook. He / She will advise either the inventory control clerk or the Inventory Manager if and when any discrepancies arise. The receiver is also responsible for tagging all coils that are either (RESERVED OR QUARANTINED) as advised by foremen and/or Corporate Director of Purchasing. He / She will assist Foremen with the location of coils and accessories throughout the plant. The receiver will be responsible for identifying and removing all special purchase back orders when the material is received. In addition, the receiver will take part in all inventory duties. During his/her shift, he/she will be responsible for ensuring that all transport trucks are received at the proper bay so as to minimize coil handling and potential damage.

Necessary Qualifications:

- Above average communication skills.
- Excellent knowledge of Roofing's operations, product, deadlines, machinery
- Completion of collegial business administration or grade 12 according to Ontario standards or equivalent experience.
- Bilingual in French and English (Written and Spoken)
- Computer Literate
- Good math skills
- Advancement

All interested candidates should email at ngrenier@idealroofing.ca