

## Warehouse Coordinator



EQUS was founded on the co-operative spirit. Our core values of Quality, Accountability, Community and Knowledge define the attitude our teams bring to work every day. Together, we connect rural Alberta and enrich the lives of our members.

### Job Purpose

The Warehouse Coordinator is responsible for the administering and handling of all stocked utility materials for EQUS employees. The Warehouse Coordinator ensures that all material is ready for construction work orders, and accurately records salvaged and re-useable material. Responsible for the overall tidiness of the shop and the yard, this position manages all building maintenance for the South Area, Medicine Hat office. Working collaboratively with the South Area team, the Operations Leader – South, and the Operations Leader – Supply Chain, this role is also part of the EQUS Warehouse team, aligning warehouse activities and standards across all EQUS locations.

### Duties

#### Warehouse and Building Maintenance Duties:

- Clean, organize and maintain the warehouse, shop, and yard
- Physically receive deliveries, put away orders and verify receipt
- Work with all EQUS Areas to align warehouse standards
- Skid and pack salvaged transformers and arrange transport with suppliers
- Monthly inspections of yard, building, and equipment
- Manage pick up and drop deliveries of wire bins, garbage, and recycling containers
- Responsible for deliverable utilities (water, sewer, etc.)
- Assist in trouble calls when possible after hours, on request
- Perform snow removal and groundwork as required (both sidewalks and yard)
- Manage building requirements for inspections, and secure third-party inspection and certifications, as required

#### Inventory Management Duties:

- Work with Claresholm Warehouse Coordinator, Area Service Administrators, Estimators, and the Field Service Leader to ensure required material is ordered, issued, and stocked as needed
- Update bin locations and warehouse mapping on an ongoing basis
- Pick orders for new construction projects, planned programs, and trouble calls
- Monitor inventory levels and order material based on EQUS' procurement policies
- Create and receive purchase orders and manage purchasing documentation
- Re-issue salvaged material back to the Warehouse in EQUS' inventory management program
- Finalize and close-out work order inventory in EQUS' inventory management program
- Enter material sheets in EQUS' inventory management program
- Transfer material in the inventory management program and arrange transport

**DELIVERING  
MORE THAN POWER**

Corporate Office  
Box 6199, 5120-40 Avenue  
Innisfail, AB T4G 1S8

North Area Office  
Box 1178, 4804-41 Street  
Onoway, AB T0E 1V0

Central Area Office  
Box 6199, 5803-42 Street  
Innisfail, AB T4G 1S8

South Area Office  
Box 1657, 3 Alberta Road  
Claresholm, AB T0L 0T0

- Perform bi-weekly/ monthly warehouse cycle counts, investigate and adjust inventory, as required
- Perform monthly pole, transformer, and breaker verification
- Administer cycle count lists on Safety Meeting day for truck counts and enter into inventory management system
- Assist in setting up minimum and maximum inventory levels for the North Area based on requirements
- Maintain the South Area, Medicine Hat transformer spreadsheet and reel inventory list
- Assist in Supply Chain Management Inventory/ warehouse projects as needed and participate in bi-weekly warehouse meetings

#### **Additional Duties**

- Additional duties may be requested and directed by the Leader as required.

#### **Review and Approval of Work**

- This position reports directly to the Operations Leader – Supply Chain Management.
- This position will also coordinate and collaborate with the Operations Leader – Integrated Member Services - South.

#### **Job Requirements/Education**

- Grade 12 or Equivalent
- Experience working with an Inventory Management program
- Proficiency with Microsoft Office programs
- Minimum of two years of experience in warehousing and inventory
- Utility industry experience is preferred
- Experience upholding a Corporate Safety Program is considered an asset
- Valid Class 5 Drivers License
- Experience in operating a skid steer (with various attachments), forklift and various other pieces of equipment as required.

#### **Compensation**

EQUUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

Power up your career by joining the EQUUS team!

Submit your application to [HR@EQUUS.CA](mailto:HR@EQUUS.CA)



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

**EQUS would like to thank you in advance for your resume. It will be kept on file for 6 months from the date you submit it. EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After 6 months your application, and any personal information collected about you during the verification process will be destroyed.**