



## **Receiving & Inventory Clerk**

Operations / Manufacturing  
Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

### **The Opportunity**

We are looking for a Receiving & Inventory Clerk to join our Production team working in a high volume manufacturing and customer order fulfillment facility located in Moncton, New Brunswick.

### **Objective & Purpose**

- The Receiving & Inventory Clerk is responsible for the safe and accurate receipt, storage, handling and issuance of all stocked and non-stocked materials to support manufacturing and general business operations. As part of their daily activities the Receiving & Inventory Clerk will maintain a safe and clean working environment capable of supporting normal operations.
- This position requires a detail oriented and accuracy driven individual capable of quickly prioritizing activities to meet the requirements of daily production. This individual can operate in a computerized inventory controlled environment and is physically capable of performing the job functions of lifting and moving inventory.

### **Principle Duties & Responsibilities**

- Physically receive all shipments from carriers, verify box counts and inspect packages for external damage; document and notify manager of discrepancies and/or damage when appropriate.
- Open all packages and verify part counts to the packing slip, match packing slip with the purchase order and receive parts into the computerized inventory control system.
- Work with Purchasing, Receiving, Inspection and/or Accounting to resolving inventory overages and shortages.
- Physically transfer all parts and receiving documentation to Inspection department.
- Physically transfer all parts from Inspection department to the appropriately inventory warehouse storage location.
- Safely store all materials received in inventory warehouse and/or deliver to appropriate recipients as required.
- Ensure the accuracy of inventory records with physical stock.
- Assist Procurement with the expediting of material to the production floor.
- Notify appropriate personnel if/when in-house stock reaches reorder point or when ordered material is past the scheduled delivery date.
- Responsible for the receiving and storage of completed production subassemblies.
- Responsible for the posting of parts issued to appropriate jobs and accounts.
- Responsible for the kitting of all jobs for production as per the master production schedule.
- Responsible for the issuance of parts as required supporting the manufacturing process and general manufacturing operations.
- Assist with the completion of the annual inventory count and reconciliation.
- Assist with the completion of inventory cycle counts, investigate variances and reconcile inventory discrepancies.
- Complete inventory movements and transfers in computerized inventory system.
- Organize and maintain a clean and safe receiving/inventory work area by breaking down packaging, disassembling unnecessary crates and removing any and all safety hazards.
- Additional duties as required.



### **Management**

- This position reports directly to the Purchasing & Materials Manager.

### **Education, Training & Experience**

- Community College Business or Material Handling diploma or a minimum of 2 years inventory control experience in a manufacturing environment.
- Previous experience with computerized inventory systems; SYSPRO preferred.

### **Skills and Competency Requirements**

- Proven ability to work in a high paced multi-tasking environment.
- Computer proficiency with Microsoft Office (Excel and Word)
- Strong attention to detail and inventory picking accuracy.
- Strong written and verbal communication skills
- Proven ability to effectively prioritize activities.
- Strong understanding of Work Orders and Bills of Materials.
- General understanding of basic accounting principles.
- Self-motivated and capable of working independently with limited supervision.

Please submit a cover letter and detailed resume outlining your experience; include copies of applicable diplomas, degrees and certificates.

Please provide three references (contact names and email addresses) of individuals familiar with your performance and experiences. References will be contacted for successful applicants.

We thank all those who apply; however, only those selected for interviews will be contacted.

**To apply electronically, submit an application by clicking on the Apply Now button. Please quote competition #RIC0214-CB when applying.**

\*\*\*\*\* Additional Information for Careerbeacon, not included in job posting \*\*\*\*\*

Applications should be forwarded to Mary Helen McDonald [mcdonald.mh@greystoneenergy.com](mailto:mcdonald.mh@greystoneenergy.com)