

JOB POSTING DETAILS

Employer	ATS (Algoma Telephone Systems) (Algoma Telephone Systems)	Job Type	RI
Job Title	Warehouse Administrator/Purchaser	Duration	Full Time
Job ID	11352	Location	Sault Ste. Marie
Date Posted	August 31, 2021	Closing Date	September 21, 2021

Job Overview - Description & Duties

ATS is currently seeking an individual preferably with warehouse and purchasing experience to join our team.

We are looking for an organized warehouse clerk to organize, supervise the receipt, dispatching and storage of merchandise in our warehouse. The warehouse clerk will oversee storage, receiving, picking, dispatching, security, maintenance, sanitation, and administrative functions and ensure the maintenance of company assets. In addition to the core warehouse responsibilities, you will receive overflow dispatch calls when required.

To ensure success, you need to multitask effectively in a fast-paced, dynamic environment, and perform your duties in a manner that maximizes efficiency. Top applicants are dedicated, competent and have strong leadership skills.

Please note that this job requires light physical work in the warehouse.

Essential Duties & Responsibilities: Core duties and responsibilities include the following. Other duties may be assigned.

- Overseeing receiving, warehousing and distribution operations.
- Implementing operational policies and procedures.
- Implementing and overseeing security operations.
- Ensuring effective and safe use of warehouse equipment.
- Ensuring safety of staff.
- Maintaining documentation and keeping accurate records of warehouse activities.
- Maintaining awareness and knowledge of condition and location of fleet vehicles.
- Assisting with deliveries where required.
- Sourcing supplies
- Track and maintain inventory level
- Order inventory and stock items
- Work with technicians / dispatched to pick daily orders based on the daily schedule

Overflow Dispatch Responsibilities:

- Receive customer calls and record significant information
- Address problems and requests by transmitting information or providing solutions
- Use phone or computer to send crews, vehicles or other field units to appropriate locations
- Enter data in computer system and maintain logs and records of calls, activities and other information

Wage and Benefits:

- Salary negotiable based on level of education and experience
- Permanent full time
- Health and Life Insurance benefits after successful completion of probation period
- Hours are 8:30am - 5:00pm - Monday-Friday.

Required Skills

- 2 + years warehouse management experience.
- Excellent understanding of warehouse management procedures.
- Proficient knowledge of inventory and inventory controls.
- Proficient computer skills.
- Outstanding communication skills, both written and verbal.
- Outstanding leadership, organizational, multitasking and problem-solving skills.
- Strong people skills.
- Fast typing with experience in data entry
- Knowledge of procedures and guideline for emergency situations
- Health and safety certification would be an asset
- Basic technology equipment knowledge in the area of Alarms, CCTV would be an asset

Other Requirements

Security and Safety:

- Bondable with Criminal Record Check.
- Must have valid Driver's Licence and clean driving record.

How to Apply

Join our team! Bring us your experience, your desire to grow and your motivation. Discover a company committed to your professional development. We believe excellent skills; quality work and great attitude should be rewarded.

Please submit resume to: Email: hr@atstechnology.ca Fax: 705-759-8423

ATS is an equal opportunity employer. We thank all applicants for their interest in our Company, however, only those selected for an interview will be contacted.