

## JOB POSTING DETAILS

<b>Employer</b>	1138969 Ontario Inc. (Springer Aerospace) (Springer Aerospace)	<b>Job Type</b>	RI
<b>Job Title</b>	Storekeeper	<b>Duration</b>	Full Time
<b>ES Job ID</b>	12574	<b>Location</b>	Echo Bay
<b>Date Posted</b>	April 28, 2022	<b>Closing Date</b>	May 22, 2022

### Job Overview - Description & Duties

The Storekeeper manages the materials (parts, tools, equipment, supplies, etc.) in Stores. The Storekeeper is the person responsible and accountable to ensure all materials are stored and issued in accordance with the Companies Maintenance Policy Manual.

The Storekeepers main duties and responsibilities are broken down as follows:

#### Stores Related

- Issue materials to personnel at stores wicket;
- Pick materials using pick lists and route to appropriate project holding areas in Stores;
- Deliver materials to projects;
- Issue tools and equipment to personnel and process returns;
- Monitor materials that have shelf life and route any time-expired products to Quarantine;
- Monitor tools and equipment that have calibration requirements and route any items that are expired to Quarantine;
- Replenish shop supply bins and products in flammable storage cabinets;
- Monitor products in flammable cabinets and ensure they are compliant;
- Monitor access to stockroom;
- Perform return to stock functions as per company procedures;
- Perform inventory cycle counts;
- Ensure that all stocking locations are clean, and properly identified with labeling and receiving labels;
- Comply with ESD (electro static discharge) requirements;
- Enter required data in the companies ERP system;
- Interface with the customer when processing customer materials;
- Perform general physical activities in order to load, unload, sort and move materials by hand or using material handling equipment
- Perform any other duties within the Springer group to support operational requirements.

### Required Skills

#### Education and Experience

- High School Diploma or equivalent plus 1 year of experience in shipping and receiving or inventory

### Other Requirements

NA

### How to Apply

Please send your cover letter and resume to [HR@springeraerospace.com](mailto:HR@springeraerospace.com), subject line should include your name and the position you are applying for. Only those selected for an interview will be contacted.

Springer Aerospace is an equal opportunity employer. If you should require accommodations please contact human resources at [HR@springeraerospace.com](mailto:HR@springeraerospace.com) or call 705-248-2158