

JOB POSTING DETAILS

Job Title	Storekeeper	Job Type	NA
ES Job ID	3353	Duration	NA
Date Posted	May 4, 2022	Location	Bruce Mines
		Closing Date	May 31, 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 a 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 labelling and receiving labels;
- Comply with ESD (electrostatic discharge) requirements;
- Enter required data in the company ERP system;
- Interface with the customer when processing customer materials;
- Perform general physical activities 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

High School Diploma or equivalent
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, subject line should include your name and the position you are applying for. Only those selected for an interview will be contacted.

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