



Requires a  
***Material Handler/Storekeeper***

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Brantford Power Inc. is a progressive utility company that has been providing safe, reliable and competitively priced electricity to over 41,000 residential, commercial, and industrial customers in the City of Brantford. Our service area is exclusively urban with no rural sections encompassing approximately 74 square kilometers. We value safety, openness and integrity in all relationships, innovation and creativity, employee engagement and a strong customer focus.

We are seeking a qualified *Material Handler/Storekeeper* with excellent communication skills, collaborative attitude and strong commitment to safety, to join our Warehouse team in the Operations Department. In the interim, this position will be reporting to the *Senior Manager of Engineering & Operations Planning*, and be responsible for handling and recordkeeping of all incoming/outgoing supplies, tools and equipment.

**Main Responsibilities:**

- Verifying the accuracy of quantity and quality of incoming deliveries
- Pick and issue stores materials based on bill of materials, work orders and verbal requests
- Use Microsoft Great Plains software to input/process/review/verify stock quantities, prepare material re-order reports as well as correspond with suppliers and internal departments.
- Perform physical inventory count on regular basis to ensure adequate material quantities are maintained and available on-hand.
- Responsible for assisting with procurement of commonly used inventory items.
- Create and update inventory records appropriate to stores operation including personal protective equipment, safety clothing and equipment.
- Facilitate testing program for rubber gloves exchange, rubber cover-up, ratchet hoists and other devices as required.
- Collaborating with internal departments to locate missing packages, fix incorrect deliveries and replace damaged products.
- Maintain and promote a safe and healthy work environment, and comply with corporate safety policies as well as applicable codes, such as the Occupational Health and Safety Act and Electrical Utility Safety Rules.

**Other Minor Tasks:**

- Ensure stores, garage and yard are maintained in a clean and secure work environment including adherence to health and safety policies and procedures.
- Identify shortages or obsolescence of parts.
- Assist Operations Department with crew dispatching, arranging for cleanup of spills and minor administrative tasks.
- Perform other functions as assigned by direct supervisor.

**Qualifications & Requirements:**

- Secondary school graduation diploma consistent with a grade 12 level education.
- Must be able to operate all stores handling equipment and maintain a valid Ontario Class 'DZ' driver's license and Forklift Certificate.
- Competent in use of personal computers and office software.
- Knowledge of various jobs and tasks performed in an inventory environment.

- Professional and courteous demeanor in dealing with all customers and staff.
- Excellent verbal and written communication skills.
- Physical ability to work in the Warehouse environment.
- Ability to remain organized in a fast paced, changing environment.

Qualified candidates must send a detailed resume and cover letter no later than **November 6, 2020, 4:30 p.m.** to the attention of Human Resources [bpresumes@brantford.ca](mailto:bpresumes@brantford.ca).

**Information gathered relative to this position will only be used for candidate selection.**

**We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.**

**Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.**