Senior Stockkeeper (Req. # 54109)

Primary Location: London, Ontario  
Employee Type: Regular Full-Time (Unionized)  
Compensation Grade: Senior Stockkeeper  
Union/Non: This is a unionized position  
Bargaining Unit/Local: Unifor Local 938 London Operations  
Closing Date: March 26, 2021  
Rate Classification: $39.26 per hour

Posting provisions of the Collective Agreement will apply.

Do you enjoy working in a team setting that is labour intensive, fast-paced, and you have a strong work ethic? If so, apply today to become a Senior Stockkeeper at our London warehouse! We’d love to hear from you.

This role will provide you with an opportunity to tackle a leadership position by acting as the primary contact for all warehouse related inquiries for both internal and external parties. This includes answering any questions related to warehouse policies, practices or procedures, executing the onboarding for new employees, completing inspections and reports, and much more!

What you will do (Responsibilities):

- Act as primary warehouse contact for the South to address technical / material issues with outside vendors, contractors, suppliers, in addition to internal clients, purchasing, warehouse coordinator, and warehouse staff.
- When the manager is out of the office, act as the first point of contact for any issues that may arise and provide day to day direction to warehouse employees.
- Ensure all equipment inspections are completed as required by legislation and Enbridge Gas policy including daily fork truck inspections, weekly compactor inspections, monthly racking inspections, yearly fork truck, pallet truck and slings, rolling stairs, ladders are completed and where applicable, entered into the TEP (Tool and Equipment Program).
- Assist with training of new warehouse personnel using various warehouse computer programs. Training may include material receipts, issues, shipping, purchase requisitions, etc.).
- Be a team member on committees: i.e. meter project, major projects, process improvement etc.
- Generate reports working in conjunction with Sudbury, Dresden (Dawn), London warehouses, warehouse coordinator, internal clients, and procurement to ensure information is correct and Company policies and processes are followed.
- This role may require shift work.
- Other duties as assigned by the manager.

Who you are (Qualifications):

You will have the following combination of education and experience:

- Two (2) years of experience in a warehouse attendant or equivalent role; Stockkeeper or Assistant Stockkeeper experience preferred.
- Excellent interpersonal and communications skills with the ability to effectively provide information and guidance to internal staff, vendors, and contractors regarding warehouse processes and procedures.
- Must have and retain the appropriate driver's license, maintain a suitable driving record according to Enbridge standards, and have or be able to achieve competence in the operation of a forklift.
- Proven leadership skills and have successfully passed or will pass the Competent Supervisor training.
- Possess warehousing computer program or related software knowledge or capable of completing the necessary training and demonstrating competent knowledge within 5 months of being in the role.
- Capable of heavy lifting, heavy work, and familiarity with proper lifting techniques.
- Ability to compose, complete and maintain organized, legible and accurate records and reports.
- Ability to work with minimal direction, good judgment, and prioritization.

NOTE: As this position is within the Local Bargaining Unit identified above, please note that members will be given first consideration. We accept applications submitted via our online recruiting system only.