

## **CAREER OPPORTUNITY**

### **Parts room/Tool-crib Attendant**

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#### **General**

Formal Position:	Parts Room Attendant
Department:	EMD Parts
Reports to:	Warehouse Supervisor
Region:	Edmonton, AB
Employment Form:	Full-time
Education Level:	High School Diploma
Contract Form:	Permanent

#### **Job Description**

Mammoet is looking for task-oriented and enthusiastic individuals to join our team in the Edmonton region. Our positions offer the opportunity to develop industry-specific skills and grow your career. We are providing work in a fast-paced environment as a part of an EMD team that is crucial to the organization's success and growth.

#### **Responsibilities (including but not limited to)**

Facilitate the operations of the parts room by doing the following:

- Issues parts/supplies to personnel upon request
- Performs goods receipt of incoming shipments
- Performs shipping duties
- Picks inventory as required
- Puts parts away in proper locations
- Ensuring the parts room is clean and organized
- Conducts inventory counts
- Controls stock levels
- Restocks parts room as required
- Ability to operate forklift

Facilitates the operation of the tool crib by doing the following:

- Issues tools as required
- Identifies broken tools and sends them for repairs
- Replaces missing tools
- Maintains consumables stock levels
- Assists Mammoet employees in identifying parts and materials
- Ensures accuracy of inventory, controls stock level, and reports to parts room supervisor discrepancies
- Creates purchase orders as required, ensures accurate ordering of parts and materials for EMD inventory and projects



## Education & Experience

### Education

- High school diploma or equivalent

### Experience

- High school diploma or equivalent
- TDG is an asset
- Forklift ticket is an asset
- Basic to intermediate computer skills
- 1-2 years parts room experience
- Experience with parts manuals and identifying components and parts
- Excellent written and verbal communication skills
- Experience with SAP is an advantage

## About our Company

Mammoet helps clients improve construction efficiency and optimize the uptime of plants and installations. For that purpose, we provide solutions for lifting, transporting, installing, and decommissioning large and heavy structures.

We provide the following services:

- Engineered lifting and transportation services
- Lifting, transportation, and installation of modular constructions
- Factory-to-foundation projects
- Plant turnaround logistics
- Decommissioning of onshore and offshore installations
- Trading in new and used equipment worldwide

## About our region

This will be a full-time position operating out of our Edmonton, AB location on a full-time basis.

## Benefits

Salary will be commensurate based upon education and experience. Mammoet offers competitive wages, health benefits and RRSP contributions. In addition to this, we offer an engaging environment in which a variety of career development and growth opportunities exist to our employees both locally and internationally. Mammoet is an existing benefactor for variety of local and national charity organizations and also provides support for our own employees' extracurricular activities.

*Mammoet is dedicated to building a workforce that reflects diversity. Mammoet encourages applications from all qualified individuals. We thank all applicants for their interest in Mammoet, however, we will only contact those selected for an interview. Applicants who require accommodation due to disability during the selection process should notify human resources when contacted for an interview.*