

CAREER OPPORTUNITY

Parts room/Tool-crib Coordinator

General

Formal Position:	Parts room Coordinator
Department:	EMD Parts
Reports to:	Operations Manager
Region: Western Canada:	Ft. McKay
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 Fort McMurray 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. The individual will be working at our Fort McKay Branch once training is completed.

Responsibilities (including but not limited to)

- Conduct all business in a professional, respectful manner
- Understand and support Mammoet, SHE-Q and business policies, processes, and procedures
- Ensure compliance with all SHE-Q responsibilities as per SHE-Q manual
- Report all near misses and incidents to supervision or management
- Attend monthly EMD and Office Safety Meetings
- Facilitates the operations of the tool crib by doing the following:
 - Issues tools as required
 - Maintains accurate records of tools taken and returned
 - Identifies broken tools and sends them for repairs
 - Replaces missing tools
 - Maintains consumables stock levels
- Facilitates the operations of the parts room by doing the following:
 - issues parts/supplies to personnel upon request
 - performs goods receipt of incoming shipments
 - picks inventory as required
 - puts parts away in proper locations
 - ensuring the parts room is clean and organized
 - conducts inventory counts
 - restocks parts room as required

- ability to operate forklift
- Assists Mammoet employees in identifying parts and materials
- Creates purchase orders as required, ensures accurate ordering of parts and materials for EMD inventory and projects
- Ensures accuracy of inventory, controls stock level, and reports to parts room supervisor discrepancies
- Performs other Purchasing Department functions as required
- Uses and maintains the computerized inventory/purchasing management system in SAP

Education & Experience

Education

- High school diploma or equivalent
- Post-secondary education in Purchasing or Parts man designation is an asset

Experience

- Basic to intermediate computer skills
- 1-2 years parts room experience
- Experience with parts manuals and identifying components and parts is an asset
- Excellent written and verbal communication skills
- Experience with SAP database system is an asset

Characteristics

- Ability to work with others and independently
- Strong attention to detail
- Organized
- Able to prioritize
- Strong communication skills
- Self-motivated
- Service orientated
- Dependable

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 Fort McMurray, 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.