



## STOREKEEPER

**Posted by:** STOREKEEPER HYDRO

**Posting date:** 08-Apr-2023      **Closing date:** 08-Aug-2023

**Education:** High school diploma

**Language:** English (Required)

**Job location:**

**Salary:** \$\$20.27–\$28.81

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ6066253

Expired

### Job description:

#### STOREKEEPER

Winnipeg, MB

*Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!*

#### **Great Benefits**

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life

and community.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and

exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment and customer service.

We are seeking four Storekeepers to join our Materials Management Department. Under the functional direction of a designated

Senior Storekeeper within Materials Management, will be responsible for performing warehouse duties within all sections of the

Central Warehouse. May be required to accept work assignments or rotational training within other sections of the Materials

Management Department within the city of Winnipeg based on operational need.

**Responsibilities:**

- Perform duties within all areas within the Central Warehouse including Shipping, Receiving, and Investment Recovery.
- Pick, pack, prepare (palletize/containerize) material according to instructions or schedule, and securely seal material,

equipment, and supplies in logical order for shipping to various Corporate locations.

- Ensure all required documentation; bills of lading, packing lists, hazardous material placards, Material Safety Data Sheets

(MSDS) and special material handling instructions are prepared and included with shipments and comply with all applicable regulations and legislation.

- Receive material and equipment, distinguishing between material designated for moving inventory or direct to work order, and

identify the correct storage location.

- Ensure material is received compliant with Med sheet data and approved specifications.
- Confirm receipts against packing slips, waybills, and bills of lading noting any discrepancies for filing/processing claims.
- Contribute to maintaining a high level of inventory accuracy and assist with performing inventory cycle counts as assigned.
- Receive, sort, and recover returned surplus new and used material, equipment, and supplies, distinguishing between material

to be repaired, returned to stock, or scrapped in accordance with Corporate guidelines.

- Adhere to all applicable Safe Work Procedures (SWP's) and Lifesaving Rules as per Corporate policy.
- Use proper body mechanics to bend, twist, and turn and have ability to lift/carry a maximum of 50lbs frequently throughout the

day.

- Obtain certification in various classes of material handling equipment, including daily inspections and safe operation of

equipment.

- Perform duties inside and outside in all weather conditions.

**Qualifications:**

- Minimum grade 12 education with a minimum of one year of directly related experience in supply chain warehousing duties,

including the functions of shipping, receiving, and inventory counts.

- Required to be certified or obtain certification in Forklift Operation.
- Knowledge of PC hardware and software applications; experience with SAP is considered an asset.
- Ability to learn procedures and processes related to materials management and warehouse barcoding systems.
- Required to be certified or obtain certification in Transportation of Dangerous Goods (TDG), Workplace Hazard Material

Information System (WHMIS), First Aid, and CPR.

- Basic understanding of electrical and gas apparatus, transmission and distribution material is considered an asset.

MANITOBA HYDRO IS COMMITTED TO DIVERSITY AND EMPLOYMENT EQUITY

- Must possess a valid Manitoba motor Vehicle Driver's Licence.

**Salary Range**

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$20.27-\$28.81 Hourly,  
\$38,843.48-\$55,199.30 Annually.

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