

Job Vacancy
Grimsby Power
Storekeeper

Grimsby Power is located in the Town of Grimsby, on the western edge of the Region of Niagara. Grimsby Power serves over 12,000 customers and is committed to providing the Town of Grimsby with an economical, safe and reliable supply of energy.

Grimsby Power is looking for a Storekeeper to perform purchasing and inventory activities. The ideal candidate will be responsible for the stores/warehousing functions including the maintenance of appropriate inventory levels, purchasing function including the creation and processing of all purchase orders, disconnects, reconnects and collection activities for delinquent accounts, single (one) phase meter changes and perform other duties as requested or required.

Interested candidates must apply in writing to express their interest in the position, outlining their education, experience and related qualifications.

The successful applicant will have the following minimum qualifications:

- Experienced in material storage, transportation and record keeping methods;
- Knowledge and ability to interpret specifications for equipment, materials and services;
- Demonstrated proficiency in the use of personal computers with Windows based operating environment including Microsoft applications such as Outlook, Excel, and Word;
- Excellent organizational skills and a demonstrated ability to multi-task; understanding of inter-related work processes to be able to adapt to different assignments;
- Ability to work independently with minimum direction, reliability, accuracy and effective interpersonal skills to work well with others, suppliers and the general public is a must.
- Excellent communication skills - orally, electronically (e-mail), and written;
- Capable of moderately strenuous physical effort;

Education Required Licenses or Special Requirements:

- A high school diploma with a minimum of Grade 12. Preference will be given to those with related college level courses in electrical discipline
- Must maintain a G class drivers license
- Certifiable for the safe operation of a forklift

Grimsby Power is dedicated to developing a highly skilled and motivated workforce. We offer a comprehensive compensation package that includes competitive wage rates, medical and dental benefits, and a defined benefit pension plan.

Qualified applicants are invited to forward their letter of application and resume, which clearly demonstrates how they meet the requirements of the position, by Friday January 10, 2025 to:

Human Resources
Grimsby Power Incorporated
231 Roberts Road, Grimsby, ON L3M 5N2
Email: careers@grimsbypower.com

The full Job Description is available on Grimsby Power's website <https://www.grimsbypower.com/>

No phone calls please. Grimsby Power is an equal opportunity employer.

We thank all applicants for their interest; however, only those selected to be interviewed will be contacted.