

## Shop Services Technician

**Department:** Project Services

**Reports to:** Manager CCI Shops

**Location:** North Bay, ON

**Job Type:** Full-Time, Permanent, 40 hours per week

**Date Posted:** August 26, 2019

**Application Deadline:** September 15, 2019

### About Cementation Canada:

You feel passionate about what you do. You made the right decision choosing your career path. The question is, are you in the right place? Is your full potential being realized, are you continuing to develop expertise in your chosen field, and does your passion remain strong? At Cementation we respect experience; we get excited about potential.

Cementation is an underground mine contracting and engineering company. We build mines. Structured to deliver design-build solutions for technically challenging projects, our people build world class shaft sinking and mine development projects. Our work requires a team approach where respect is expected and innovation is encouraged as long as safety is not compromised.

Being an employer of choice in the mining industry has always been a mainstay of our mission statement, and Cementation is proud to have been selected as one of Canada's Top 100 Employers for seven years. Open the door to new opportunities and grow with us.

### Key Accountabilities:

- Maintains the Inventory Management System (IMS) including;
  - Identification of parts and materials returned from project sites.
  - Validating parts pricing.
  - Verifying parts storage locations.
  - Entering of data into the IMS system.
  - Retrieval of parts from the IMS system for use on shop equipment repairs or for project spare parts requirements.
  - Verifying parts availability in IMS and provide pricing to projects.
- Responsible for shipping and receiving including:
  - Loading and un-loading of transports.
  - Packing and preparation of equipment and materials for shipment or storage.
- Verifying shipment contents for accuracy, condition and quantity.
- Responsible for yard organization and maintenance including snow plowing, sanding and shovelling.
- Operate mobile equipment as required.
- Perform parts pickup and delivery.
- Ensure all required log books are maintained and updated.
- Submit oral and written reports relevant to job duties.
- Maintain a high standard of housekeeping in the workplace.
- Utilize the 5 point safety system as specified within the site safety management system.
- Other duties as assigned.

**Skills, Knowledge, and Abilities:**

- Provide professional and courteous interaction with all Cementation stakeholders.
- Perform work in accordance with all organization, as well as provincial and federal health and safety standards and legislation, ensuring the highest standard of safety is upheld.
- Able to work efficiently as a part of a team as well as independently.
- Superior organization skills and attention to detail.
- Familiar with MS Excel, MS Word, MS Outlook and File Maker Pro (or similar inventory management system) computer software programs.
- Ability to lift objects up to 75 lbs.

**Qualifications:**

- High school diploma or equivalent.
- Previous experience in computerized parts and inventory management and/or shipping/receiving.
- Must have and maintain a valid class G driver's licence.
- Must have or be eligible to obtain a class DZ driver's licence.

All external candidates can apply by submitting their application to <https://cementationjobs.applicantpool.com/jobs/>