



## INVENTORY COORDINATOR

Irving Equipment is a well-established Heavy Lift and Specialized Transport company with over 60 years in business and a diverse fleet of mobile and crawler cranes, SPMTs, and other specialized transport and lifting equipment with locations in Saint John, New Brunswick, Dartmouth, Nova Scotia and several other branches in Atlantic Canada and the United States.

At Irving Equipment, you will discover a fast-paced work environment and gain exposure to a wide range of industrial, commercial, infrastructure and residential projects. A proud member of the J.D. Irving, Limited family of companies, we are always seeking to attract the very best talent.

We are currently recruiting for an **Inventory Coordinator** for Saint John, NB.

### **Key Responsibilities:**

- Account for all movements of maintenance inventory
- Perform all necessary documentation of inventory transactions
- Kit parts for upcoming PMs and repair projects
- Create & receive Purchase Orders (PO) for parts
- Prepare parts requests and contact suppliers for quotes/orders
- Analyze inventory data for stock reordering
- Perform regular cycle counts and physical inventory check
- Assist in reporting and analyzing stock data
- Coordinate calibration of company tools and maintain log
- Contribute to the continuous improvement of inventory systems, define and document major components along with testing and deployment procedures
- Participate in on-call rotation
- Some travel may be required
- Other duties as required

## **Qualifications:**

- Education Required: High School Diploma or Equivalent
- Years of Experience Required: <2 years of experience
- Excellent interpersonal and communication skills
- Demonstrates a strong proficiency using computer applications, including MS Office
- Attention to detail and accuracy
- Experience working in a team-oriented environment and also a self-starter with the ability to work independently
- Valid Class 5 Driver's License

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Irving Equipment is an inclusive and diverse work environment. We are committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees, candidates, and customers. .

*We are committed to creating accessible environments for our colleagues, candidates, and customers. Requests for accommodation due to a disability (which may be visible or invisible, temporary, or permanent) can be made at any stage of application and employment. We encourage candidates to make their accommodation needs known so that we can provide equitable opportunities.*

To apply, please email your resume to [cedrecruitment@jdirving.com](mailto:cedrecruitment@jdirving.com) and put "IEQ Inventory Coordinator" in the subject line.