



38 James Boyle Drive | Mount Uniacke | Nova Scotia | 902-466-4333

Warehouse Coordinator

Job Type: Full-time

Location: Mount Uniacke, Nova Scotia

Trinity Energy Group is looking for a warehouse coordinator to help with our day to day operations based out of our Mount Uniacke branch. The ideal candidate will have previous experience in a warehouse environment or be willing to be trained. The preferred person understands how to follow a receiving/stock management process and procedure.

Duties are as listed, but not limited to the following:

- /// Managing flow of stock including consistently supplying vehicles each day.
- /// Keep warehouse neat, tidy, and safe.
- /// Forklift Certificate or willing to obtain.
- /// Document control.
- /// Willing of obtaining Air Brakes Endorsement if required.
- /// Occasionally work in the field as a helper if business demands require it.
- /// Assist with duties that lie outside of a typical warehouse position depending on business needs.
- /// Ability to work within a set standard of procedures and policies.
- /// Ability to work within an office environment and show up each day with a team style mentality.
- /// Familiarity with computers; including but not limited to Word, Excel, Outlook, etc.
- /// Start and finish times may vary day to day depending on the day and need;
- /// A typical week in this role may consist 40-50 hours

Requirements:

- /// Clean Driver's Abstract. *****No Exceptions*****
- /// Clean criminal record & child abuse registry check to be provided upon hiring. *****No Exceptions*****
- /// Ability to travel within Atlantic Canada (Paid travel + hotel stays)
- /// Reliable travel to and from our Mount Uniacke branch. Trinity Energy Group is not on a public transit route.

This is a full-time opportunity with a great benefits package after a six (6) month probationary period. Wage will depend on experience and qualifications of the candidate. For over a decade, Trinity Energy Group has been Atlantic Canada's preferred energy efficiency company.

Please forward all resumes to Operations Manager, Richard Sutherby at rsutherby@trinityenergygroup.ca