



RVJD-010 Inventory Receiver / Controller

Job title	<i>Warehouse Receiver/Inventory Controller</i>
Reports to	<i>Director of Operations</i>

'Customer Service is not a department...it's an attitude.'

Rental Village has established a reputation for great customer service, clean and reliable tools and equipment and special event items. We have become a leader in the rental industry in our region! Our commitment to superior customer service is second to none!

Job summary

An organized, diligent, and responsible Warehouse Receiver/Inventory Controller is essential to our growing team. In this position, you will help manage inventory through the use of a computerized database system. Your primary objective will be to maintain adequate levels of stock to meet daily distribution demands while minimizing excess supply.

Duties and responsibilities

INVENTORY

1. Perform warehouse receiving as orders arrive at warehouse.
2. Distribute to assigned locations as per receiving list.
3. Assist in re-stocking merchandise shelves (rental and sale items) to maintain an attractive, organized and consistent look throughout our organization.
4. Know inventory purpose and operating capabilities.
5. Maintain accurate stock transfers between branch locations and assist with loading during store inventory transfers.
6. Arrange seasonal showroom displays

MAINTENANCE

1. Maintain Internal Inventory Branch Transfers.
2. Participate with your team to maintain a clean facility including (but not limited to):
 - counter & floor behind counter
 - floor, displays and merchandise in showroom
 - washroom facility
 - Trash removal

OTHER

1. Assist other team-members when required – especially during transfer times to expedite their return to their location.
2. Attend team meetings (approximately 2 hours after business closing) as required
3. Bring your enthusiastic, positive attitude to work with an expectation of have a great day!

Qualifications

- Must have a high school diploma or equivalent.
- 1-2 years of experience, attention to detail kind and a mind for numbers are preferred.
- Some mechanical ability or aptitude is an asset.
- Tool knowledge and computer competency is an asset.
- Ability to multi-task.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.
- Must be able to lift/carry 70lbs. / 35kg. min.

Working Conditions

Most work will be indoors in our showroom and/or shop.

Position requires being on your feet all day, therefore a certain degree of stamina is required.

This job requires constant interaction with co-workers & customers therefore a positive attitude is important.

Must be able to work with the pressures of time constraints.
