



## Ampere Ltd – Shop Manager

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### Title

Shop Person – Full Time Mon to Fri 37.5 hours

### Reports To

Operations Manager

### Project Coordinator

The Shop Person is a hands-on position responsible for maintaining a clean shop environment that is efficient in procuring resources as needed (both stored and pre-fabricated). They must load and unload shipments regularly, with the capability of repetitive heavy lifting, and use any necessary equipment, (e.g. lift truck, forklift). Other responsibilities will include: the inspection of incoming shipments to verify contents and quality, and work with other departments to prefabricate any material necessary. The Manager must be accurate and efficient when dealing with Inventory management, shipping and receiving. The candidate must also have strong mechanical skills involving general assembly, strong use of tools and construction practices.

### Core Competencies

- Quality Control
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity
- Planning and Organizing
- Time Management

### Job Duties

- Be able to keep a clean and organized warehouse according to policies, procedures and Safety Regulations.
- Have full knowledge of Inventory Management
- Oversee all pre-fabrication activities in the warehouse.
- Promote use of pre-fabrication working with site foreman and Project Manager.
- Operate a Forklift or Electric Pallet Jack in a safe manner to move received product
- Oversee the secure and accurate loading and unloading of deliveries.
- Sort, distribute and follow up with incoming shipments.
- Perform quality audits of the condition of shipped goods for both incoming and outgoing items prior to signing off.
- Problem solves for any cases of missing documents, shipments and deliveries.
- Schedule deliveries with a company vehicle as assigned.
- Adhere to and promote health and safety



## Requirements

- High school diploma.
- Forklift certification preferred.
- Ability to perform repetitive heavy lifting.
- Able to communicate both verbally and in writing.
- Basic mathematical skills.
- Valid driver's license and good driving record.
- Demonstrated ability to operate material handling equipment
- Proven Mechanical Abilities
- Able to work efficiently as a part of a team as well as independently.
- Computer literacy, including working skills of Excel and e-mail.
- Attention to detail in all areas of work.
- Good organizational, time management and prioritizing skills.
- Strong work ethic and positive team attitude.
- Ability to adhere to Ampere Health & Safety Policy.

## Job Posting – Warehouse/Shop Person

Ampere Ltd requires a hands-on, experienced, knowledgeable, motivated and career-minded Shop Person to maintain a clean and efficient shop environment.

Candidate must be mechanically minded for light duty fabrication assembly. The individual will be responsible for all inventory management as well as procurement through pre-fabrication. Other responsibilities will include the inspection of incoming, and outgoing shipments to verify contents and quality. Inventory management and vendor relations with shipping companies are essential functions for this position. Keep shop and warehouse orderly. Adhere to and promote health and safety

Qualified applicants should submit resume to: [careers@ampere.ca](mailto:careers@ampere.ca)