

“Equipment you count on. People you Trust”

**Position:**

Warehouse Technician

**Summary:**

Promac Equipment is looking for a valuable team member that will take ownership of our warehousing and parts operation. We are located in Duncan BC in the beautiful Cowichan Valley.

At Promac Equipment, we build forestry-grade land clearing equipment for independent contractors. We keep them running, no matter what nature throws at them, in some of the toughest conditions in the world. Bells and whistles may sell the first time, but equipment built for the toughest conditions is what keeps our customers in business - and keeps them coming back for more.

**Essential Duties and Responsibilities:**

As part of a growing business the day-to-day priorities and responsibilities are dynamic. Key responsibilities for this role include:

Parts & Stores

- Process incoming requisitions and issue or distribute parts and supplies for internal usage
- Maintain records of orders and the amount, kind and location of parts and supplies on hand using manual and computerized inventory systems
- Monitor point of use inventory levels as materials, equipment and stock is used, transferred within the facility, or sold to the public using manual and computerized inventory systems
- Maintain stock rotation and cycle counts using manual and computerized systems
- Reconcile physical inventories with computer counts.
- Prepare requisition orders to replenish parts and supplies.

Shipping & Receiving

- Determine method of shipments and arrange shipping; prepare bills of landing, customs documents, commercial invoices, and other shipping documentation manually or by computer.
- Assemble containers and crates, record contents manually or by computer, pack goods to be shipped and affix identifying information and shipping instructions.

- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods
- Operate forklift, hand trucks, cranes, and other equipment to load, unload, transport and store goods.

**Qualifications and Experience:**

- Warehouse Red Seal certification is required. A combination of education and experience may be considered
- Required – Class 5 Drivers Licence. A Class 3 is preferred or be willing to acquire
- A minimum of three years previous warehouse operations experience is required, preferably in a manufacturing environment, including forklift operation
- Physical ability to lift up to 50 pounds safely.

Thank You

**TO SUBMIT YOUR APPLICATION:**

Please apply with a cover letter and resume to Mike Williams, HR Leader:  
[mikewilliams@promacgroup.ca](mailto:mikewilliams@promacgroup.ca)