

## **Inventory control:**

Full-time Head Office – (Markham Location)

### ***Responsibilities***

- Implement and enforce accountability controls and policies
- Manually count inventory stocks
- Report under utilized inventory
- Work at all locations

### ***Requirements***

- 1-2 years experience in inventory control, distribution, warehouse and logistics
- Completion of a community college diploma or higher
- G License and access to a vehicle
- Experience in word processing, spreadsheet and data entry

### ***Other Qualifications***

- General knowledge of Inventory Management Software
- General knowledge in computer components and accessories
- Be a team player, while being able to operate independently with limited direction
- Strong written and verbal English skills
- Strong mathematic and problem solving skills
- Must be detail oriented and meticulous

**INTERESTED AND QUALIFIED APPLICANTS SHOULD SEND THEIR RESUME, COVER LETTER AND A COPY OF THE EMPLOYMENT APPLICATION TO:**

**[hr@canadacomputers.com](mailto:hr@canadacomputers.com) referencing “Position” & “location” in subject line of e-mail.**

**We thank all applicants for their interest, however, only those selected for an interview will be contacted.**