

Job Title: Warehouse Coordinator

Position Type: Full Time, Permanent

At Portable Electric, we believe in a future without fossil-fueled generators. We believe the future is electric.

We are a Vancouver-based cleantech equipment manufacturer, connecting teams to clean power all over the globe. PE designs, builds, rents and sells **Voltstack® Power Stations** – industrial grade, robust, clean energy alternatives to traditional gas and diesel generators that provide instant power whenever and wherever it's needed. PE is actively providing clean energy to the film, events, and construction industries in Western Canada, while rapidly integrating into new markets throughout North America and around the world.

We are looking for a **Warehouse Coordinator** to assist in the timely flow of materials into, through, and out of our manufacturing facility.

Responsibilities:

- Performing general warehouse duties, including keeping shelves, pallet area, and workstations neat
- Driving company vehicles to pick-up & drop-off materials to & from vendors within Metro Vancouver
- Receiving inventory items into the shop in a timely manner, including:
 - Documentation (reconciling packing slips, etc.)
 - Incoming quality control and data-logging
 - Inventory control (cycle counts, bin labelling, etc.)
- Maintaining and reorganizing the shop for maximum productivity
- Packaging all goods for shipment, according to standard protocols
- Maintaining a solid pace to keep goods flowing in and out of the warehouse
- Acting as a company representative to vendors and contractors
- Performing quality control inspection in receiving as per defined policies and procedures
- Inspecting and verifying the incoming and outgoing shipments and documentation
- Assisting month-end and year-end inventory counts to ensure accuracy of stock levels
- Loading and unloading courier and freight trucks
- Complying with all health and safety regulations
- Operating pallet jack and forklift
- Other duties may be assigned

Required Qualifications:

- 1-2 years of experience as Warehouse Coordinator
- Valid Forklift Certification and Pallet Jack Certification
- Class 5 driving license and a clean driving record
- Ability to lift up to 50lbs comfortably and repeatedly
- Attention to detail, strong organizational skills
- Self-motivated, with the ability to work in a team environment or independently
- Ability to work under pressure and a fast paced environment

Training we will Provide:

- Dangerous Goods handling procedures
- Quality control procedures
- Inventory control procedures

Location:

- This is a role working out of our Vancouver, BC office; however, we will consider candidates from abroad who are willing to relocate to Vancouver at their own expense.
- Portable Electric is following strict COVID-19 Safety protocols under the guidance of the BC CDC, the BC Ministry of Health and WorkSafeBC to ensure the safety and well-being of our team and visitors.

Why Choose Portable Electric:

Portable Electric embraces diversity. We are committed to building a team of women, BIPOC, LGBTQ+ and people with disabilities, that represents a variety of backgrounds, perspectives and skills, where team members feel like they belong and our policies and guidelines embrace all cultures and beliefs. The more inclusive we are, the more successful we will be.

Start your Journey with Portable Electric:

Let's make the world more sustainable together! Apply now by sending us your resume to careers@portable-electric.com. We want to hear from you!

We thank all applicants, but only those selected for further consideration will be contacted. Be sure to check our careers page to stay informed about all job opportunities at Portable Electric!