



# JOIN OUR TEAM!

## WAREHOUSE & PROPERTY MAINTENANCE TECHNICIAN (BRANDON, MB)

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Westman also owns and operates radio stations Q Country 91.5 FM and 94.7 STAR FM, which broadcast throughout southwestern Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve. Westman empowers our team members to be innovative, team-oriented, community-based, and customer-focused, championing a culture centered around strong values.

Based in Brandon and reporting directly to the Manager, Supply Chain & Property, this position is responsible for the Warehouse inventory control, shipping & receiving, Customer Premise Equipment (CPE) inventory controls and general aspects of Maintenance for various Westman Communications Group properties. This position will be shared between both the Warehouse and Property Maintenance teams as required; however, emphasis will be within the Warehouse.

### What you'll do:

- Maintain inventory levels based on forecasts and predefined requirements; secure inventory in an organized manner and safe location
- Remain up to date on product shortages and back orders to ensure timely shipments, assist in leveraging other opportunities where possible, and communicate expected arrival date of goods to departments as needed
- Prepare inventory for deployment and provide accessibility to authorized team members for work orders and vehicle restocking; return, track, and document items for repair and return to inventory
- Provide shipping and receiving functions as required; make local deliveries and pick-ups with local suppliers and contractors as needed
- Prepare CPE for customer self-installation pickups as well as Technician pickups
- Assist outside contractors on any maintenance requirements, services, and inspections by providing access or additional support; provide custodial duties as needed

### What you'll bring to the team:

- Minimum Grade 12 education with 1-2 years of Warehouse and/or facilities maintenance experience is preferred
- Warehouse/inventory related courses and/or Maintenance Facility related courses would be considered an asset
- Experience with material handling of equipment via use of Carts, Pallet Jacks, Bobcats, and other lift devices
- Experience with productivity tools (Word, Excel, Inventory Control Software)
- Strong attention to detail, time management, and organizational skills as well as a strong understanding of inventory controls and asset management
- Demonstrated communication and interpersonal skills, especially in a customer service environment
- Valid certification in Emergency First Aid
- Must hold and maintain a valid driver's license
- Must be comfortable with heights and ladder work and be able to lift and carry up to 50 plus lbs.
- Must be willing and able to work flexible hours as needed
- Must be a good team worker, have a strong work ethic, and thrive in a dynamic and continuously changing environment

**DEADLINE FOR APPLICATIONS:** This position is open until filled.

Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Apply today to join our team at <https://westmancom.com/careers>



**WESTMAN** | and start your exciting career journey with us!  
COMMUNICATIONS GROUP

[westmancom.com](https://westmancom.com)

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