



# JOIN OUR TEAM!

## INVENTORY & WAREHOUSE 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. 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 supporting the organization through warehouse inventory control, shipping and receiving, warehousing, distribution of material, and general aspects of Maintenance for various Westman Communications Group properties. The Inventory & Warehouse Technician is responsible for ensuring that inventory is controlled, logged, and auditable.

### What you'll do:

- Fulfill and prepare all materials requested from technicians and contractors
- Perform data entry into the inventory system
- Ensure inventory is controlled, logged, and auditable
- Secure inventory in an organized and safe manner in multiple warehouse locations
- Communicate with vendors on open orders, expected arrival dates and logistic requirements
- Provide shipping and receiving functions as required; make local deliveries and pick-ups with suppliers and contractors as needed
- Participate in cycle counts and reconcile inventory differences
- Back up support for property maintenance requirements

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

- Valid Class 5 driver's license is required
- Minimum Grade 12 education with 1-2 years of Warehouse experience is preferred
- Experience with material handling of equipment via use of Carts, Pallet Jacks, Bobcats, and other lift devices would be considered an asset
- Must be comfortable with heights and ladder work and be able to lift and carry up to 50 plus lbs.
- Experience with computer software (Word, Excel, Inventory Control Software) would be considered an asset
- Strong attention to detail, time management, and organizational skills
- Demonstrated communication and interpersonal skills, especially in a customer service environment
- 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>  
and start your exciting career journey with us!

