

About the Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble, and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta, and Saskatchewan, and we are consistently recognized as one of Canada's Best Managed companies. We take pride in living our core values and carrying our mission statement of "Providing the Best People, Best Solutions, and the Best Service in the Electrical Industry." in the Electrical Industry."

Why Join the EBH Team?

The People & Culture. You will be a part of a collaborative team with people you can be proud to work with.

The Perks. We offer a full benefits package with a competitive compensation plan with profit sharing, Employee Share Ownership Program (ESOP), and your birthday off.

Continuous Development. You will have access to our EBH University for personal & professional development. Training & Development has been an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning.

Position Type/Schedule

This role will be onsite based out of the Distribution Center. This is a full-time position, Monday-Friday morning shift, 40 hours per week.

Address: 19295 25th Ave, Surrey

About the role:

The **Warehouse Administrator** reports to the Warehouse Administrative Supervisor. The role is responsible for supporting the warehouse operations by overseeing inventory movements, analyzing inventory levels and reports, and being the warehouse point of contact for manufacturers, customers, and colleagues.

What are the Key Accountabilities?

- **You will bring a desire to provide excellent customer service.** You will be the first point of contact for the warehouse, in person, and over the phone. Being approachable is key for this role.

- **You will be detail orientated.** There will be ongoing inventory cycle counts that will need attention and correct any adjustment required.
- **You will be a communicator.** Communication is key for this role, both verbal and written communication skills, to provide updates to your team.
- **You will be analyzing reports.** This role will challenge you by creating, compiling reports, and publishing warehouse inventory and statistical data.
- **You will be a team player.** You will be challenged to coordinate on some of the tasks and work collaboratively is key.
- **You will be a motivated individual.** With the continued growth, you will be challenged in a fast-paced environment with competing priorities.
- **You will be a multi-tasker.** You will be challenged with the day-to-day administrative task and being able to coordinate incoming freight delivery schedules. Ability to quickly change focus for urgent requests and to work under multiple time-sensitive projects or deadlines.
- **You will be comfortable with technology.** You will be trained with our internal software and being able to review defective items and record in the warehouse management systems.
- **You will be a problem solver.** You will be challenged with issues that require proactive attention.

What You'll Bring To This Role?

- High School Diploma and/or equivalent
- 3+ years of administrative experience
- Tech-savvy and a power user of software including MS Office, Excel, with the ability to learn new warehouse management system software
- Experience working in the distribution industry and/or privately owned company is a strong asset

Our Core Values: Celebrating the Past, Empowering the Future

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement

Take Your Next Step With EBH

If you believe your skillset matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. Please visit our website to apply for this posting www.ebhorsman.com/careers or click "Apply" on this posting.

Our Commitment to Inclusion & Diversity

E.B Horsman & Son is a proud equal opportunities employer and we are committed to creating a respectful, inclusive, and barrier-free workplace that allows all of our people to reach their full potential. A diverse workforce is a key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.

We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.