

# Position Description

**Position (Area):** Inventory Control Assistant (Yard)

**Employment Type:** Full-Time

DECAST is leading the Canadian infrastructure market, including water transmission, bridges, storm and sanitary, tunneling and engineered precast products. DECAST's state-of-the art manufacturing facility is one of the most technologically advanced in the world with the most extensive product line portfolio in the industry. Since 1989, the company has continually expanded, adding new products and entering new markets. Today, DECAST is the largest manufacturing facility for infrastructure products in Canada.

## Primary Function

- A physical count schedule is completed daily for various types of concrete manufactured pieces to verify and, adjust product counts in the accounting system.

## Duties & Responsibilities

- Physically counting inventory in the Yard/Plant
- Problem solving any outstanding issues
- Must learn the yard layout
- Tracking of specialty pieces to include recording of invoicing, paid for or cancelled
- Continued learning any other inventory control related duties
- Clerk position is ongoing in **ALL** weather conditions

## Education & Experience

- Must be detail oriented
- Have strong clerical skills to assist with organizational and recording responsibilities
- Must be able to prepare reports relating to counts for Inventory Control Specialist, including balances and shortages
- Strong computer skills a must (i.e. Microsoft Office)

## Working at DECAST

All interested candidates should forward resumes to [careers@decastltd.com](mailto:careers@decastltd.com). We offer compensation above average, a comprehensive benefit plan and an excellent work environment. If interested, please apply for confidential consideration. We thank all applicants for their interest but we will only be contacting those who meet our requirements for an interview. For more information about us: [www.decastltd.com](http://www.decastltd.com)