Job description
Storekeeper / Inventory Clerk

CIF Metal Ltd. is a North American leader in permanent aluminum mold casting. With two facilities located in Thetford Mines and more than 160 employees, the company serves world-renewed customers. CIF Metal Ltd. continues to experience sustained and accelerated growth and offers a dynamic work environment. To support our ambitious growth objectives, we are seeking a qualified individual to fill the position of Storekeeper / Inventory Clerk

Reporting to the Director of Finance and IT, you will support inventory management and material flow across the organization. Key responsibilities include:

- Receive, inspect, store, and distribute materials for production
- Process ERP transactions and maintain accurate inventory records
- Perform cycle counts; monitor stock and place replenishment orders
- Track deliveries and investigate inventory discrepancies
- Work with Purchasing, Production, Maintenance, and Shipping
- Operate material-handling equipment safely and keep the storeroom organized
- Support inventory-control improvements and follow health and safety rules

What We're Looking For

- Strong organization, attention to detail, and communication
- Able to manage priorities independently and solve discrepancies
- Good computer skills; team-oriented mindset
- Valid driver's license; fluency in French

Assets:

- Inventory or industrial warehousing experience
- Forklift certification; manufacturing experience

Why Join CIF Metal?

We offer competitive compensation and benefits, including:
- Group insurance and employer-cautributed RRSP
- Collaborative workplace and accessible leadership
- Training, development, and employee social activities

Faites parvenir votre CV à l'équipe des Ressources Humaines à **rh@cifmetal.com** ou en vous présentant au 1760, Setlakwe, Thetford Mines

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