

## A little bit about us

We like to say that we find solutions for the everyday stuff. We're problem solvers. We're an engaged team that works together, and for those that work here they say we're also like family.

*"ValLEN is a dynamic place to work because of the people, the culture and the customers we service. The company's direction make it an exciting atmosphere to work...grow...and prosper."* Director of Marketing

ValLEN is a leading provider of indirect industrial supplies – all those materials that are not part of the products our customers manufacture, and our goal is to make our customers operations run smoothly so they can focus on the core of their business.

Through 24 branches, we operate coast to coast and serve our customers in person, online, or onsite. ValLEN is a member of Sonepar Canada, and is one of Canada's leading industrial distribution companies headquartered in Edmonton, Alberta.

## LET'S START WITH A LITTLE BIT ABOUT YOU

- ✓ You deliver exemplary service to internal and external customers
- ✓ You are a safety conscious worker
- ✓ You have a clean drivers abstract
- ✓ You are capable for some light and heavy warehouse work

## THE VENDING TECHNICIAN ROLE:

Reporting to the Manager of Vending Services the role is designed for the purpose of supporting vending sales and services. This position is responsible for maintaining inventory levels at customer site. A VMI Technician will perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse while ensuring the transaction has accurately been documented in the system. Must be in good physical condition. Good knowledge of computer systems preferred.



Vallen is an equal opportunity employer committed to increasing diversity in our workforce. We welcome applications from qualified persons in underrepresented ethnic, racial and cultural groups and from people with disabilities.

We thank all applicants for their interest; however, only short listed candidates will be contacted.

## KEY RESPONSIBILITIES:

- Familiarity with all vending equipment software including but not limited to inventory count, inventory upload, part number/description change and/or creation, Min/Max change, export inventory list, print barcode labels, view low stock
- Technical support for both internal/ external customers
- Ability to do maintenance and repairs on all machines
- Ability to interact effectively with internal & external customers
- Review of Safety material and guidelines as well as any assigned safety training/duties
- Read, understand, and follow Vallen's health, safety, and environment policies and all applicable OH&S legislation/regulations
- Actively participate in Vallen's health and safety management system, including training, audits, assessments, safety meetings, and inspections
- Identify, control, and report workplace hazards including following WHMIS/TDG requirements and reporting near misses
- Report workplace injuries immediately and participate in any return to work programs or requirements
- Be fit for duty and physically capable of performing all required tasks
- Other duties as assigned

## EDUCATION & TRAINING:

- High School Diploma required
- WHMIS & TDG Certification required, will provide appropriate training
- Knowledge of Microsoft Office considered an asset
- Valid Class 5 Driver's License
- Clean Driver's Abstract

*"I feel that my ideas and input are not just heard, but valued, making me feel as though I contribute to the overall success of the company".* Branch Manager

To explore and learn more about ValLEN, please visit [valLEN.ca/careers](http://valLEN.ca/careers).

## WHAT'S IT LIKE WORKING AT VALLEN?

There's a spirit of resourcefulness, creativity, and innovation in each of our associates. Upon joining our team, you will become part of a supportive, family oriented culture where you will be led by a president who fully believes in having an open-door policy. Your suggestions will be heard and your hard work will be rewarded.

In exchange for your hard work and determination, you will receive a competitive salary and bonus plan, growth and development opportunities, plus a full set of benefits including:

- Flexible benefits program allowing you to choose from options that best fit you and your dependents
- RRSP matching and health spending account
- Company paid life insurance
- Employee paid disability programs

We offer a supportive and rewarding culture that values its people and their contributions. Our values are based on creating an environment where feeling valued, respected and empowered is paramount.

