



## Office and Inventory Coordinator/ Service technician

Senvion is seeking candidates to join its team in Mesgi'g Ugu's'n, Quebec in the position of Office and Inventory Coordinator to provide administrative support to the team, as well as supporting maintenance team.

### ESSENTIAL FUNCTIONS:

- Prepare shipments from site to site, site to vendor and international;
- Accept incoming shipments;
- Maintain Material Safety Data Sheets for all materials on site. Maintain knowledge of and follow safety requirements for storage and disposal of materials;
- Oversee Personal Protective Equipment and tools inventory;
- Maintain a knowledge of major turbine components and determine SAP numbers for each part;
- Use SAP to book materials, perform inventory review, find part numbers, specifications and other material movement details;
- Organize warehouse and storage;
- Order and maintains parts inventory;
- Develop standard processes for parts tracking and inventory control based per project;
- Develop and implements quality metrics to track parts usage and controls;
- Interact with customers, vendors, shippers, contractors and staff;
- Maintain ability to travel within North America and Europe for short periods of time.
- Perform on-site maintenance on wind turbine equipment in according to operations and maintenance manuals and training;
- Perform mechanical repair or replacements of parts;
- Complete reports and paperwork as required;
- Follow safety regulations and work procedures;
- Perform all other duties as assigned.

### EDUCATION, TRAINING & SKILLS REQUIRED:

- College Diploma in administration. Electomechanical, industrial maintenance or wind turbine skills are an asset;
- Two to four years related experience;
- French- English bilingualism, both oral and written, knowledge of German is an asset;
- Knowledge of inventory management;
- Ability to work with mathematical concepts;
- Excellent communication skills;
- Knowledge of SAP and Microsoft Office;
- Valid driver's license;
- Excellent organizational skills.
- Able to work overtime, holidays, weekends on short notice with ability to meet strict deadlines;
- Ability to climb 300+ foot wind towers to assist service technicians in maintenance tasks;

### ESSENTIAL PHYSICAL ABILITIES:

- The position requires good physical health;
- The employee must frequently lift and/or move up to 80 pounds.

If you enjoy working within a truly dynamic environment and share our passion for clean energy, please forward your résumé to Stephanie Marquis-Beliveau, Human Resources Coordinator at [jobs-canada@senvion.com](mailto:jobs-canada@senvion.com)

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*REpower Systems Inc. is the Canadian subsidiary of the German turbine manufacturer REpower Systems SE. Founded in 2007, REpower Systems is based in Montréal, Québec with a sales office in Toronto, Ontario. The mechanical engineering company develops produces and markets wind turbines with rated outputs of 1.8 up to 6.15 MW and rotor diameter of 82 meters to 126 meters for almost any location.*