

## The Opportunity

*Are you looking to contribute your expertise to help lead one of North America's most exciting and creative businesses? Are you looking to join a strong visionary team, carving out a new path in one of Canada's most innovative communities?*

*The successful candidate will become be an integral player in our continuous creation of new social enterprise opportunities on Fogo Island, strengthening the impact of social business in Canada and abroad.*

**Job Title: Inventory/Maintenance Clerk**

**Location: Fogo Island, NL**

### Key Responsibilities

Reporting to the Construction Manager;

- Receiving and shipping of products/stock
- Maintain a vendor and purchasing information database
- Requisition supplies, materials and liquidate overstock items
- Receive and input purchase orders from various departments
- Coordinate and manage the storing and movement of all inventory
- Inventory and maintain records of material in storage facilities
- Ensure maintenance tasks are scheduled, assigned and completed properly within maintenance software
- Provide general support to the Facilities team as required
- Other duties as required

### Skills and Experience

#### **Training & Experience**

- Any combination of training, experience and education which provides the required knowledge, skill and ability to perform the duties of the position
- Knowledge of inventory and materials management principles and best practices
- Strong people and team management skills
- 5 years experience in procurement and inventory management
- Driver's license is an essential requirement

#### **Position Specific Skills**

- High degree of accuracy and attention to detail
- Superior telephone and email communication skills
- The ability to establish good working relationships with community groups, vendors and other agencies
- Capacity to work in a deadline-oriented environment
- Writing and developing applications
- Proficient in using Office 365 software tools including Microsoft Word, Excel, SharePoint and OneDrive
- Ability to work flexible hours (evening and weekend work will be required)

#### **Personal Skills & Interests**

- Entrepreneurial spirit and willing to learn something new every day
- Positive, outgoing, ambitious, energetic and career oriented
- Extremely well organized and able to manage a multitude of tasks and priorities simultaneously
- Team player with a roll up your sleeves approach to getting the job done
- Excel in a fast paced and demanding start-up environment
- A passion for small communities

## **Compensation and Benefits**

- Competitive Salary and Benefits package
- Great organizational culture
- Opportunities to advance
- Possible relocation and shared housing assistance (position based on Fogo Island, NL)

## **About our Organization**

Shorefast was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland, creating a model for contemporary rural communities. Activities are focused at the intersection of business, art, community and nature.

The Shorefast Group operate a social enterprise model where surpluses from business activity flow through the Charity and are reinvested in community programs. Entities under this unique corporate structure include Shorefast Foundation (federally registered Canadian charity) and Fogo Island Arts (contemporary art residency programme), alongside for-profit business ventures including Fogo Island Inn, Fogo Island Shop, Fogo Island Fish, and Community Host Services.

Social business is an emerging field in Canada, where for-profit economic activity directly contributes to positive social outcomes typically served by the non-profit community. Shorefast is a leader in this emerging space, creating not-just-for-profit businesses that maximize return on sacred capital (natural, social, cultural) alongside economic capital. The goal is to create a next generation economy of strong, resilient communities – a global network of deeply local places.

The successful candidate will join a committed team and help create business in service of community.

## **Contact Us**

Please submit a cover letter and resume to [careers@shorefast.org](mailto:careers@shorefast.org) using the subject line **“Inventory/Maintenance Clerk”**

Deadline for Applications: April 8, 2019

Questions about this position may be directed to: [stephengrant@shorefast.org](mailto:stephengrant@shorefast.org)

No phone calls, please.

For further information visit our websites:

[www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandarts.ca](http://www.fogoislandarts.ca) | [www.fogoislandshop.ca](http://www.fogoislandshop.ca)