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# KAWARTHA ETHANOL INC.

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6830 HWY #7, Havelock, Ontario, K0L 1Z0

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Kawartha Ethanol Inc. is a state-of-the-art Ethanol production facility located in Havelock Ontario. We currently have the opportunity for the following position.

## **Maintenance Coordinator**

Kawartha Ethanol is a four shift 365 day/yr operation. The available position is a Mon – Fri responsibility based on a 40-hour work week.

### *The job duties include:*

- Maintaining up-to-date vendor files, contact information, catalogues, comparative data and other information related to purchasing
- Work order creation and processing through the use of a CMMS
- Responsible for creating and maintaining equipment records
- Communicating with vendors regarding material sourcing, purchasing, shipping, and receiving discrepancies.
- Forecasting and inventory management
- Reviewing shipping documents to ensure conformance to quantity, accuracy, and payment reconciliation.
- Participate in continuous improvement initiatives
- Other duties as assigned
- Developing and maintaining Preventative Maintenance files for equipment

### *Desired Skills and Experience:*

- 3 years of related purchasing experience
- Previous experience using a CMMS
- Excellent organization, time management & communication
- Thorough understanding of the competitive bidding process including effective negotiating skills
- Strong work ethic with the ability to excel in a fast paced, time sensitive environment
- Detail oriented, accurate, and the ability to maintain an on-site material inventory
- Excellent follow-through skills and the proven ability to take initiative
- Proficiency with Microsoft Office
- Proven multitasking skills with strong prioritizing abilities
- Experience with KPI's
- Completion of a related trade or technical post-secondary diploma or degree

*Kawartha Ethanol offers a pleasant work environment, competitive wages & a benefit package.*

If you are interested in pursuing this opportunity, please email your **Resume & Cover Letter** stating the **Position** and your **Salary Expectations** in confidence to:

[Info@kawarthaethanol.ca](mailto:Info@kawarthaethanol.ca) (no phone calls please)

We thank all who apply, but only those applicants selected for an interview will be contacted.

KEI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.