

# Inventory & Maintenance Technician

**Location:** Coquitlam, BC, Canada

**Type:** Full-time position

## *Why Flowlink Environmental?*

Are you passionate about protecting the environment and seeking an opportunity to work in a dynamic, collaborative, and forward-thinking setting? Join our rapidly expanding team of experts in real-time water monitoring and control at Flowlink Environmental, a local Coquitlam-based tech company.

Flowlink Environmental has developed an intelligent, real-time effluent monitoring and control solution that plays a crucial role in protecting aquatic ecosystems from harmful construction and industrial discharges. Our innovative proprietary cloud-based software ensures compliance with even the most stringent regulatory requirements, offering peace of mind to project owners. Our cutting-edge technology extends beyond effluent monitoring; it allows us to monitor the water quality of urban streams and waterbodies, enabling us to deepen our understanding of the impact of construction and industrial discharges on our precious watersheds.

Over the past 5 years, Flowlink's real-time discharge water monitoring and control systems have successfully protected numerous local watercourses from construction pollutants.

We are very proud to be leading the way and establishing a new water quality monitoring standard in the Canadian construction industry. If you are eager to make a difference in environmental protection and thrive in a fast-paced, friendly, collaborative, and innovative environment, we invite you to join us.

Together, we will work to realize our Vision to reduce the amount of toxic wastewater discharged from construction sites into the receiving environment and improve compliance with environmental legislation on all construction sites across North America.

## **Job Description**

Flowlink Environmental is seeking a dedicated and detail-oriented Inventory & Maintenance Technician for an immediate opportunity. Reporting to the COO, the Inventory & Maintenance Technician will work closely with Warehouse, Field Operations, and QA departments to order, receive, maintain, and manage our inventory of equipment, parts, and supplies. This role involves equipment assembly and repair, making it ideal for someone who enjoys hands-on work and takes pride in maintaining high quality standards.

This position may also require occasional travel to project sites to assist with installations and pick-up of parts and supplies.

Training will be provided on the job, and you will be expected to work independently, with strong support from the team.

## **Specific Job Duties Include, but Are Not Limited to:**

- **Inventory Management:** Overseeing and managing the inventory of critical spare parts, fittings, and consumables, utilizing the company's tracking tools and processes to ensure accuracy and availability.
- **ISO 9001 Compliance:** Ensuring that all inventory management and warehouse operations align with ISO 9001 standards, including maintaining detailed records, following established procedures, and participating in internal audits.

- **Inspection and Testing:** Inspecting, testing, and documenting test results for new parts and components returned from the field, ensuring all items meet quality standards before being restocked or deployed.
- **Light Manufacturing and Assembly:** Assembling equipment and components according to company templates, drawings, and SOPs, while adhering to quality and safety standards.
- **Equipment Reconditioning and Repair:** Performing repairs on equipment, ensuring all work is documented and complies with company and ISO 9001 requirements.
- **Warehouse Maintenance:** Performing housekeeping duties to keep the warehouse clean, tidy, and safe, including organizing inventory and ensuring that safety protocols are followed.
- **Health and Safety Compliance:** Adhering to the company's Health and Safety program, including following Standard Operating Procedures, team communication processes, and basic administrative tasks.
- **Security:** Ensuring the security of the warehouse and other storage locations, implementing measures to protect company assets.
- **Field Support:** Assisting with the delivery, installation, and demobilization of equipment at client sites, ensuring all procedures are followed and documented.
- **Logistics Support:** Coordinating and performing the pick-up of parts and supplies as needed.
- **Additional Responsibilities:** Depending on the candidate's interests and skills, additional responsibilities may include product development, project coordination, R&D, or other areas relevant to the company's operations.

### *Our ideal candidate*

The ideal candidate is passionate about environmental protection and eager to contribute to impactful solutions. You have a strong interest in IoT, with a commitment to ensuring quality and precision in your work.

Detail-oriented and organized, you thrive in hands-on roles and manage your responsibilities independently. You understand the importance of adhering to inventory management practices and ISO 9001 standards, ensuring processes meet the highest benchmarks.

You excel in collaboration, bringing a positive attitude and proactive problem-solving skills to the team.

#### **Key Attributes:**

- **Attention to Detail:** You have a keen eye for detail, ensuring that all inventory is accurately tracked, and all parts and components meet quality standards.
- **Commitment to Quality:** You uphold the highest standards in your work, demanded by the mission-critical applications like ours, that impact the environment and involve multiple stakeholders.
- **Self-Driven:** You can work independently, managing your time effectively while taking the initiative to address challenges as they arise.
- **Collaboration:** You are a team player, capable of working effectively with Warehouse, Field Operations, and QA teams to achieve common goals.
- **Proactive Problem Solver:** You approach challenges with a resourceful mindset, always looking for ways to improve processes and outcomes.

### *Minimum qualifications*

#### **Education:**

- High school diploma or equivalent required.
- Vocational training or certification in warehouse operations, logistics, or a related field is a plus.

**Experience:**

- At least 1-2 years of experience in warehouse operations, inventory management, or equipment maintenance.
- Experience with basic hand tools and light assembly work.
- Familiarity with ISO 9001 standards is a plus.

**Technical Skills:**

- Basic computer skills, including experience with inventory management software and Microsoft Office.
- Ability to read and follow technical drawings, SOPs, and assembly instructions.

**Physical Requirements:**

- Ability to lift and carry up to 50 pounds.
- Comfortable working in a warehouse environment with occasional travel to project sites.

**Soft Skills:**

- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Good communication skills, both written and verbal.

**Other Requirements:**

- Valid driver's license and the ability to travel to project sites as needed.
- Willingness to learn and adapt to new technologies and procedures.

**Compensation**

Compensation for this position ranges from \$50,000 to \$70,000 per year and is based on the candidate's expertise, proficiency in the required skills, and relevant experience. Additionally, we offer comprehensive extended health benefits through a private benefit plan that covers 100% of the costs.

The Company will reimburse employees for work-related vehicle usage at a reasonable per-kilometer rate prescribed by the CRA.

Flowlink is an equal opportunity employer, providing a friendly, professional, and dynamic work environment, along with the opportunities for career development and growth.

**To apply**

If you meet these qualifications and are excited about joining a team that values environmental stewardship and innovation, we invite you to apply and be part of our mission to create a more sustainable future.

Please send your cover letter & resume to [info@flowlink.ca](mailto:info@flowlink.ca). Your cover letter should indicate how you meet our requirements including how you "fit" with Flowlink.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

Position will remain open until filled.