



EMPLOYMENT OPPORTUNITY – INVENTORY CONTROL COORDINATOR

THE COMPANY

Harvey's Oil Ltd. is a market leader in both the home heat and industrial/commercial lubricant industry in Newfoundland and Labrador. Through the company's partnership with Petro-Canada Lubricants Inc., Harvey Oil's Ltd. has experienced significant growth in its industrial lubricant, light and base oil division while maintaining its customer service focus in home heat. Specifically, the lubricants division sells to the fishing, offshore, mining, manufacturing, construction, food and automotive industry.

THE ROLE

Harvey's Oil Ltd. has an opening for the position of a full-time, permanent Inventory Control Coordinator.

This position would be responsible for: sourcing parts and issuing purchase orders, receiving inventory, posting service work orders into customers' accounts, completing restock to mechanics van inventory, adding part numbers and customer service on all of the company's accounts.

THE CANDIDATE

The ideal candidate will have experience in the areas of inventory control and customer service. Highly developed computer, oral and written communication skills, and interpersonal skills are required to work in this fast paced environment. An ability to understand and work with diverse groups of people and clients and developed teamwork skills that support a team based operation is ideal for this role.

Individuals interested in applying for this position should send a resume to:

**Harvey's Oil Ltd.
87 Water Street
St. John's, NL A1C 5X3
Fax: (709) 726-8044
Email: humanresources@aharvey.nf.ca**

Harvey's Oil Ltd. is an equal opportunity employer; however only those selected for an interview will be contacted.