

*EnerCorp, LLC is a private equity sponsored oilfield services company with operations in Canada and the United States. EnerCorp offers innovative technologies produced in North America that deliver engineered solutions throughout the lifecycle of your well; our services streamline wellbore construction and minimize NPT to reduce costs and maximize production. We design, build, sell, and rent various products in our technology portfolio while also providing application engineering and field services on job sites. This holistic end-to-end capability allows us to optimize our products and services in a cost-effective manner while improving our expertise through a continuous feedback loop.*

## **1.0 DUTIES AND RESPONSIBILITIES**

The Inventory Control Specialist will assist management by overseeing and maintaining the districts inventory items, supplies and equipment. Maintains records of materials in inventory and on order. Monitors reorder points and initiates action to replenish stock. Reconciles discrepancies in inventories and notifies supervisor of irregularities. This individual will also assist Country Asset Manager with inventory counts and will ensure stock room is organized and assist in unloading and processing deliveries as needed.

### **1.1 Specific responsibilities**

- Review and apply inventory activities, including movements and deletions.
- Record purchases, maintain databases, perform physical count of inventory, and reconcile actual stock count to computer-generated reports.
- Receive, unpack, organize, and deliver goods, re-stock items as necessary.
- Ensure shelves labeling is updated as needed and accurately maintained.
- Process and document returns as required ensuring established SOP's are followed.
- Maintain and update inventory records.
- Prepare a list of depleted products and a survey of unusable products.
- Assist with the development and implementation of efficient inventory management procedures.
- Assist with the development and implement a loss prevention program.
- Contribute to regional goals by accomplishing related results as needed.
- Continuously look for efficiencies and provide suggestions for process improvements.
- Report any stock issues to management and place product orders as necessary.
- Assist Operations Manager with other duties as assigned.

## **2.0 REQUIREMENTS**

### **2.1 Education, Training and Experience**

- High School Diploma or the equivalent.
- Two years of inventory control experience.
- At least one (1) year working in an oilfield/industrial shop environment.

### **2.2 Skills and Abilities**

- Working knowledge and skills in Windows based computer systems. Must demonstrate competency in business software packages such as Word, Excel, Access, PowerPoint, etc.
- Possess excellent written and oral communication skills.
- Fosters a positive working relationship with co-workers, vendors, customers, and management.
- Detail oriented individual with proven ability to prioritize and complete multiple projects concurrently and within projected deadlines.
- Extremely organized, with the ability to keep meticulous records of inventory, work orders, maintenance, and repair schedules.

- Ability to provide guidance, motivate and engage employees in a positive manner.
- Must be able to work with little to no supervision, executing work based on established expectations.
- Able to follow proper protocol for incident reporting and emergency situations.
- Energetic self-starter with the ability to work in a fast-paced environment.
- Ability to identify top priorities in a high-volume multitask work environment and the ability to determine critical few and know when to communicate issues and escalate them for decision-making.
- Must have flexibility of working extended hours as needed, and the ability to work independently.
- In addition to independent qualities, the ability to work well as part of a team is vital.
- Able to withstand the mental and physical stress brought in by the element of an outdoor work environment.
- English is required language of business; all other languages considered a benefit.

### 3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Pass the required drug and alcohol screen as well as a Motor Vehicle Record check.
- While performing the duties of this job, the employee must be able to hear and communicate without hindrance and is regularly required to use hands to hold, handle or feel; reach with hand and arms, talk or hear and taste or smell.
- Must be able to work on various projects under pressure.
- Able to work off step stools and lift platforms.
- Must be able to lift and/or move 80-100 pounds.
- The employee must be adaptable to the unique work conditions that consist of long and irregular hours.
- This position requires dividing work time between the office and shop being exposed to various weather conditions consisting of: wet, cold, and/or humid conditions at well sites, working near moving mechanical parts, vibration, loud noise, potential fumes or airborne particles, exposure to toxic or caustic chemicals where proper PPE must be donned.
- Regularly required to sit, type, stand, reach and walk. You may occasionally be required to climb to heights of less than 10 feet, balance, and stoop, kneel, crouch and crawl under and around equipment.
- Must be safety conscious and follow all applicable HSE policies.

### 4.0 OTHERS

- Reports to the Operations Manager
- Typical schedule is Monday to Friday; however, may be modified based on customer needs with limited notice.
- Location: assigned to specific region.
- Travel is typically within region only. Occasional overnight travel for training or other events might be needed.
- Flexible and able to adapt to our dynamic environment.
- Maintain an “above approach” lifestyle that reflects the company’s values. Teamwork. Caring. Integrity. Work Ethic.

### 5.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.



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Employee Signature

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Supervisor Signature

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Employee Printed Name

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

***The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all employee responsibilities, duties and/or skills required.***