



JBS Belleville Maintenance Clerk

With approximately 3,300 employees, JBS Food Canada ULC (“JBS Canada”) is one of Canada's largest beef processors. Consisting of four locations—the main processing facility located in Brooks, Alberta, where approximately 4,200 head of cattle are harvested and processed daily; the Head Office and a case ready plant, both based in Calgary, Alberta; and JBS Ontario, a case ready plant located in Belleville, Ontario. The JBS Canada facility in Brooks has the capacity to produce products ranging from boxed beef primals, ground beef, beef trimmings, beef by-products and hides which are shipped across Canada and worldwide. At the multi-protein Mountain Creek Farms case-ready facility in Calgary, JBS Canada produces value-added products including marinated, portion sized, multi-pack options, kebabs and much more. JBS Ontario in Belleville produces fresh meat and seafood products for leading retailers in Canada.

At JBS Canada, our people are our greatest asset. We are very proud to have a team of high achieving, engaged employees. We are currently seeking a Maintenance Clerk to join our team at our JBS Ontario facility in Belleville, ON.

The successful applicant will be required to Manage, and maintain the maintenance inventory for our Red Meat and Seafood production facility.

Reporting to the Maintenance Manager,

The primary duties would include, but are not limited to

- Maintaining minimum and maximum parts supply
- Maintain accurate records of damaged/used/rebuilt parts
- Conducting Inventory audits
- Assist with new account setup
- Review and Process RMA Returns
- Retrieve parts in, and verify against purchase order, and packing slips
- Keep parts areas clean and organized, making parts easy to find
- Work with maintenance to review parts in store room and ID parts that need to be removed due to equipment changes, or equipment being removed from the plant
- Work within a fast paced environment
- Working within a budget
- Assemble Rebuild Kits
- Other duties as assigned

Qualifications for Maintenance Clerk

- High School Diploma
- Mechanically inclined



- Working with Excel and Word
- Must have demonstrated organizational skills
- Must be able to operate forklift/Skyjack
- Must be able to work flexible hours
- Able to work in a fast paced team environment
- Experience with inventory control, and purchasing

Work Site Environment:

- A cold working environment on a daily basis.

Earn Competitive Wage: \$48,000/year

Exceptional Benefits include:

Competitive Wage | Extended Health/Medical Benefit | Group Life & Accidental Death Insurance | Long Term Disability | Vision/Dental Care | Career Growth and Continued Training

240 Jamieson Bone Rd.

Belleville, ON

K8N 5S8

Apply to: www.jbsfoodcanada.ca/careers