PRAIRIEMOBILE COMMUNICATIONS

KELCOM™

Are you looking for an exciting summer job to take your skills to the next level?

KELCOM Radio Solutions (now a division of the Prairie Mobile Group) is seeking a **Shop Assistant** to join our team in **Vaughan, ON (Greater Toronto Area).** This is a great opportunity for an eager individual looking for a summer position to gain relevant experience in a fast-paced environment.

The Shop Assistant is responsible for providing excellent office and shop support to ensure efficient branch operations. This position will work closely with the Service Coordinator to provide assistance on various tasks including (but not limited to) shipping & receiving, inventory, reception, and radio rental functions.

- **Job Type:** Part-Time, Term (Summer)
- **Duration:** May to August 2022, with possibility of extension on a monthly basis
- **Start Date:** Immediately
- **Shifts:** 8 hours per shift; 3 days per week between Monday to Friday (to be determined and subject to change)

Key Duties:
- Shipping/Receiving: receive and verify incoming shipments; unpack goods received; assist with moving boxes; distribute and organize inventory; and prepare orders for shipping.
- Inventory: conduct physical inventory counts.
- Rentals: gather and receive equipment as needed; maintain spreadsheet for tracking purposes; charge and maintain batteries; and ensure the rental room and radios are clean and organized.
- Reception: answer phones; greet customers; and maintain a professional, clean, and organized front area.

Work Conditions:
- Work is conducted in an environment that requires lifting, pushing, pulling, bending, walking, and standing.

Qualifications:
- Effective communication and interpersonal skills.
- Strong organizational skills with the ability to multitask.
- Excellent attention to detail skills.
- Ability to work independently with minimal supervision, as well as part of a team.

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We offer a competitive wage and continuous support in your role. If you are looking to join a dynamic team that is results-oriented, adaptable, and possess a positive can-do attitude, we welcome your application submission.

Find your fit and help us connect people to what's important to them.
To apply, please submit your resume online at prairiemobile.com/careers or send an e-mail to careers@prairiemobile.com. Please include the position and location you are applying for in the subject line.

Prairie Mobile Communications is an equal opportunity employer.
We thank all applicants for their interest. Only those selected for interviews will be contacted.

About:

KELCOM Radio Solutions:

KELCOM Radio Solutions is an award-winning mobile communications company that prides itself on offering seamless all-in-one enterprise solutions. We focus on all elements of wireless, including Voice, Data and Broadband for on-site and wide-area applications. As a Motorola Platinum Channel Partner and Elite Business Partner, we offer exceptional service on everything we sell, including Two-Way Radios, Barcode Scanners, Wireless Solutions and much more.

Prairie Mobile Communications:

Prairie Mobile Communications is Canada's largest independently owned provider of wireless communication technologies. Headquartered in Winnipeg, MB with 25 locations across Canada, we are one of Kenwood Canada's largest Land Mobile Radio Dealers and one of SaskTel's largest Authorized Dealers. We offer SaskTel Cellular & Data, Internet, and Max TV services in Saskatchewan, along with two-way radio sales and service throughout British Columbia, Alberta, Saskatchewan, Manitoba and Northwest Ontario. We are proud to partner with SaskTel, Kenwood, Motorola, Icom, L3Harris, PBE and many other great companies.

On November 2021, Prairie Mobile Communications acquired KELCOM Radio Solutions, headquartered in Windsor, ON and with a second location in the Greater Toronto Area (Vaughan, ON). The acquisition combined KELCOM's two-way radio sales, services, and networks with Prairie Mobile's existing infrastructure and portfolio.