

Home Efficiency Measures Lead

Job Title:	Home Efficiency Measures Lead
Organization:	EnviroCentre
Location:	Remote office, must be based in Ottawa region
Starting Salary Range:	\$52,000-\$60,000
Position Type:	Full time, 2-year contract with possibility of extension (40 hours/week)

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, businesses, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green City, Green Lifestyle and Green Business. We have been working for more than twenty years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

At EnviroCentre, we have a dynamic and engaged team of over 20 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development.

Are you experienced in logistics and warehousing and looking to use your abilities to support climate action at the local level?

EnviroCentre has an immediate opening for a **Home Efficiency Measures Lead**. This position is ideal for someone with logistics and warehousing experience who wants to be part of a dedicated team working to reduce energy poverty and greenhouse-gas emissions from homes. The ideal candidate has the ability to develop and implement inventory management systems and ensure products are stored, distributed and tracked. This position is for someone who likes to be out in the field, enjoys travelling within Eastern Ontario, and is logistically minded.

What will your typical day look like?

This role is a combination of interacting and maintaining positive relationships with a broad network of installers and suppliers, and hands-on management of inventory supply and distribution. You will be responsible for managing the inventory and product distribution for EnviroCentre's conservation programs. You will balance purchasing and coordinating orders and deliveries with managing relationships with suppliers. Once products are received, you will be responsible for processing, tracking, and storing the products in one (or multiple) warehouses. You will work closely with installers to ensure they have sufficient supply and are managing their inventory according to our

protocols. You will also coordinate deliveries to the installers across Eastern Ontario, and ensure measures supplies align with program demand.

The **Home Efficiency Measures Lead** will be responsible for the following key functions:

Product Management and warehousing

- You will be responsible for supporting the development and ongoing maintenance of a product management system, and ensure that all products are accounted for, tracked, reconciled, and reported on.
- You will become a product expert and know the specs, safety protocols, and proper handling procedures for all of our conservation products.
- You will ensure that the safety protocols are up to date and implemented to ensure the safety of staff and products.
- You will build relationships with the suppliers and know who to contact to resolve issues.
- You will ensure that the executive and account teams are aware of purchasing cycles and perform product reconciliation to ensure our accounts are up to date and accurate.

Product distribution planning and delivery:

- You will coordinate and plan product delivery to the field staff and ensure their supply is maintained.
- You will deliver products to either the field staff or additional warehouses to ensure supply is available to field staff across Eastern Ontario.

Skills and Experience:

- Minimum of 2 years professional experience in a related field
- Demonstrable logistics and planning experience
- Driving experience required
- Experience with inventory management and warehousing
- Competency with organizational tools and platforms like Excel, Google Docs, and digital inventory management systems, and a willingness to learn new platforms.
- Conscientious and detail oriented with an ability to effectively plan and manage multiple priorities, be proactive, and build trust that work is completed with quality and care.
- Critical thinking and analytical skills to identify opportunities to improve systems and processes and recommend a course of action.
- A collaborative work ethic to support a caring, productive, and positive work dynamic.
- Comfortable working both independently and remotely and collaborating regularly with a larger team.
- Strong verbal, written and interpersonal communication skills

- A learning and resourceful mindset to help find solutions to challenges while growing your knowledge and skills and EnviroCentre's capabilities.
- Receptivity to feedback, learning from experiences and integrating those learnings in a thoughtful way to achieve stronger outcomes in the future.
- Bilingualism a strong asset
- A general understanding of sustainability and environmental issues and energy conservation.

Working Conditions

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support to employees who work from home.
- Frequent computer use.
- Frequent standing and lifting
- Frequent driving (company vehicle provided)
- Occasional evening or weekend work

Additional Requirements

- Driver's abstract or proof of a clean driving record
- Criminal Reference Check

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described, but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team and willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Closing date: Friday, December 3

Anticipated start date: Immediately

Important: Please send your CV and Cover Letter to info@envirocentre.ca
Please ensure your CV file (PDF) includes your first and last name and the reference number (Reference# EC202108)
Example: Firstname_Lastname_EC202108.
Please also put the Reference# EC202108 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.