

HARVEY'S



EMPLOYMENT OPPORTUNITY – INVENTORY CONTROL COORDINATOR

THE COMPANY

Harvey's Oil Ltd. is Newfoundland and Labrador's trusted choice for energy solutions, known for our dedicated people, prompt and safe service, and a culture rooted in inclusion, respect, and a job well done. With a team of over 50 and more than 16,000 customers across the island, we provide heating oil, diesel, lubricants, heat pumps, mini-splits, and propane, all while investing in innovation and sustainable growth that supports our customers, employees, and communities. We pride ourselves on offering specialized training, living our core values of safety, knowledge, friendliness, reliability, empathy, and respect and delivering the warm service our province has trusted for generations. As a joint venture between A. Harvey & Co. Ltd. and Suncor Energy Inc., we continue to grow responsibly, stay true to our local roots, and remain focused on delivering energy solutions that meet the needs of a changing world.

EMPLOYEE OFFERINGS

When becoming an employee with A. Harvey Group of Companies some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks

THE ROLE

Harvey's Oil Ltd. has an opening for the position of a full-time, permanent Inventory Control Coordinator located at our main office at 87 Water Street. This role is responsible for ensuring service technicians have an appropriate supply of all necessary parts and supplies for their job duties along with ensuring internal inventory is tracked, processed and accounted for in a timely manner.

Responsibilities of this role will include but are not limited to:

- Sourcing parts and issuing Purchase Orders;
- Receiving of inventory for both the home heating oil and HVAC departments;
- Posting service work orders to accounts;
- Inventory Control including monthly cycle counts;
- Managing Technicians' van inventory;
- Customer Service for necessary accounts;
- Month end statements for all vendors;
- Warranty Claims administration;
- Liaison and provide support to contractors;
- Manage monthly and year-end inventory counts.

THE CANDIDATE

The ideal candidate will possess:

- Post-secondary education in office administration, business or similar.
- Several years' experience in HVAC inventory management would be an asset.
- Experience in warehouse management would be an asset.
- Superior oral, written, interpersonal and communication skills.
- Proficient in computer applications including Microsoft 365.
- Dependable with proficient attention to detail.
- Excellent customer service skills;
- Strong organizational and time management skills;
- Strong problem-solving, critical thinking and decision making skills;

The ideal candidate will be:

- Able to work with minimum supervision.
- Ability to work in a repetitive, multitask environment with high degree of interruption.
- Ability to work independently and in a team environment.
- Capable to work effectively under stressful situations.
- Able to understand and work with diverse groups of people and clients.

Individuals interested in applying for this position should send a resume by May 6th, 2026 to:

Harvey's Oil Ltd.
87 Water Street
St. John's, NL A1C 5X3
Email: humanresources@aharvey.nf.ca
Website: <https://harveyoil.ca/>

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