



Student Inventory Assistant (Summer Position)

Seasonal Full-Time Position - Charlottetown, PE

Amalgamated Dairies Limited (ADL) is a producer-owned cooperative celebrated for its excellence in dairy processing and foodservice distribution across Prince Edward Island. For over 70 years, ADL has transformed fresh, local milk into premium dairy products, including milk, cheese, cream, butter, and canned milk. Serving both our own brands and valued partner labels, ADL delivers trusted quality to customers across PEI and beyond.

Position Overview:

We are seeking a student to join our team as an Inventory Assistant. This position offers hands-on experience in inventory management and data organization.

As the ADL Student Inventory Assistant, you will support the Maintenance department at ADL Fitzroy in building and maintaining a comprehensive record of maintenance inventory, working closely with the Maintenance team to ensure accuracy and completeness.

The role requires someone who is detail-oriented, methodical, and comfortable working independently on data-intensive tasks.

This is an excellent opportunity for a student who wants to gain practical, real-world experience within a trusted local organization.

Location: ADL Fitzroy, 215 Fitzroy St., Charlottetown, PE

Wage Rate: \$19.00 / hour

Key Responsibilities:

- Support the Maintenance department in building a comprehensive inventory record across maintenance storage locations.
- Perform physical inventory counts and light organizing to support accurate documentation.
- Enter and maintain inventory data in a structured spreadsheet, ensuring accuracy and consistency throughout.
- Collaborate with the Maintenance team to determine data fields, structure, and priorities as the project evolves.
- Perform other related duties as required.

Requirements:

- Currently enrolled in post-secondary studies and returning to full-time studies in Fall 2026.
- Enrolled in a program related to Business, Operations, Supply Chain, or a related field is considered an asset.
- Strong computer skills, including proficiency in Microsoft Excel.
- High attention to detail and commitment to accuracy in data entry.
- Strong organizational skills with a methodical approach to work.
- Ability to work independently and manage tasks with minimal supervision.
- Familiarity with inventory or asset management systems is considered an asset.

To apply, please visit www.adl.ca/careers and complete the application process.

Competition ends April 14, 2026

We thank all applicants for their interest, however only those selected for interviews will be contacted.

ADL is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees.