



Material Handler Specialist (Contract to Hire)

Role:

- Responsible for the efficient execution of assigned tasks that include: stock-keeping, material handling, Kan-ban support and super market control.
- Keep up to date on company products, parts and commodities carried and maintained in the stockroom and efficiently execute issue and receipt procedures, shipping and receiving best practices, inventory control methodologies and safe material handling procedures to include; materials handling, stock supermarket control and plant Kan-ban support.
- MAX / MRP System to be able to efficiently execute all required activities related to inventory control, posting and inventory adjustments; provide reporting as required on inventory movements and status using tools such as Excel and Word.
- Efficiently execute assigned tasks pertaining to stockroom maintenance, posting of inventory transactions, requisition processing, picking inventory against Bills of Materials for the shop floor, maintaining the stock location system, receiving and stocking shelves with inventory and complying with procedures related to shortages, non-conformances, good housekeeping practices and health and safety regulations, provide reporting as required on stock movements, perform cycle counts and participate in annual physical inventory count.
- Responsible for: material handling, stock and support Kan-ban and super market control.

Secondary duties:

Responsible for shipping, receiving, preparation of required export and import documentation.

Education and Experience:

- Grade 12 education, Post-secondary education in related field preferred
- Min. 3 years' experience in a similar role
- Good interpersonal; and communication skills
- Negotiation skills
- Good problem solving and analytical skills required
- Proficient in MS office
- Experience in computerized purchasing and inventory control system
- Raymond Reach forklift operator license