



D & V Electronics Ltd. is a Manufacturer and Supplier of State of the Art Electric Motor and Drive Test Systems to the OEM and Tier One manufacturers of Hybrid/Electric automobile vehicles worldwide. Our Canadian Office is located in the City of Vaughan, less than five minutes to many of the Major Highways, Hwy. #427, #407 & #401 and is accessible by all major Public Transit Systems. We are currently looking for qualified, highly competent and motivated individuals with the ability to learn quickly. We offer a Comprehensive Benefit Package, Education Upgrade Funding including contribution to an Employee RRSP Plan. If your qualification and experience meets our need, we invite you to apply.

Material Handler Specialist

Purpose:

Responsible for the efficient execution of assigned tasks that include: stock-keeping, material handling, Kan-ban support and super market control.

Role and Responsibilities:

- Keep up to date 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.
- Ensure all stations on the production line and sub-assembly stations are fully stocked at all times
- Check Kanban and stock for shortages daily; advise inventory control accordingly
- 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.
- Pick Shop Order components accurately and check against documentation, components to be issued electronically the same business day.
- Perform all checklists as required
- Perform a visual quality check on line and inventory and advise Inventory Control of any discrepancies
- Process damage or incorrect parts as per the Non-Conformance procedure.
- Assign inventory locations.
- Create inventory tags.
- Perform cycle count of all products, ensure that the cycle counts are completed; maintain accuracy of all counts and ensure authenticity of all information.
- Assist with packing, shipping & receiving, as required
- Be compliant and follow all company policies and procedures, including occupational health and safety act regulations
- Maintain good housekeeping and follow the 5S methodology
- Other duties as assigned by management

Education/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
- Enrolled in PMAC is an asset
- Raymond Reach forklift operator license

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com or fax us at (905) 264 0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.