



D & V Electronics is a Manufacturer and Supplier of state-of-the-art test solutions for the Automotive and Aerospace Electric Vehicle Markets. Our Woodbridge, Ontario facility is currently looking for a JBT-1 Material Handler/Packer to be responsible for stockkeeping, material handling, Kan-ban support and supermarket control. If your qualifications and experience meet our needs, we invite you to apply for the following position:

Title: JBT-1 Material Handler/Packer

Hourly Rate: \$25.00 to \$28.00 per hour

Purpose:

Responsible for the efficient execution of assigned tasks that include stockkeeping, material handling, Kan-ban support and supermarket control.

Role:

- 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 online 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 the cycle counts 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 regulations
- Maintain good housekeeping and follow the 5S methodology

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
- Enrolling in PMAC is an asset

- Raymond Reach forklift operator license is a must

D & V Electronics value 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

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