

	Document Title: Job Description		
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Job Title:	Materials Handler
Reports To:	Supply Chain Manager
Location:	13562 Maycrest Way, Richmond, BC V6V 2J7
Date:	2017 May 2

Purpose/Role <i>A brief description of the primary responsibilities for which the employee is accountable</i>
Responsible to work with the Supply Chain team to assist in day-to-day shipping, receiving, purchasing and inventory activities.

Position Description <i>A listing of the deliverables to be accomplished, including specific duties/activities that make up the job</i>
Packaging of finished goods, materials and solutions to be ready for shipment. Internal movement and transfer of inventory. Monitoring inventory at point-of-use locations. Assist in receiving goods, materials and tissue products to be used in manufacturing, including labelling and recording transactions. Providing custodial maintenance of warehouses and other areas, as needed. Providing assistance and back-up to the Logistics Coordinator, Inventory Coordinator and Purchasing Coordinator, as needed. Additional related duties, as directed by the Supply Chain Manager.

Qualifications <i>Represents the desired qualifications but may not reflect the employee's existing qualifications</i>
<u>Education:</u> <ul style="list-style-type: none"> - High School Diploma
<u>Experience:</u> <ul style="list-style-type: none"> - 1+ year experience in a warehouse, packaging, logistics or inventory role - 1+ year experience in a manufacturing environment preferred - Experience in an ISO 13485, or similar regulated environment preferred
<u>Skills:</u> <ul style="list-style-type: none"> - Capable of heavy lifting continuously (up to 50 lbs) - Good communication and organizational skills - Good interpersonal skills and team player - Knowledge of Visual Manufacturing or other ERP systems, an asset - Experience with bar coding systems, an asset

NOTE: This position will require shift work that may include Monday-Friday from 1:00 pm to 9:00 pm. It could also overlap on the weekends such as Saturday-Wednesday, with various times that may include day time hours and/or afternoon/evening hours.

Please do not apply for this position if you are unable and/or unwilling to work shift work.