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| Job Title: | Materials Coordinator |
| Reports To: | Master Scheduler |
| Location: | 13562 Maycrest Way, Richmond, BC V6V 2J7 |
| Date: | 2019 Apr 01 |

Purpose/Role

To support the Production Control Team with inventory monitoring, cost analysis of goods, data entry; helping with quality assurance and quality control systems, increasing manufacturing and operational efficiencies as well as various other day-to-day tasks while working in accordance with the Quality Management System.

Position Description

- Monitors and orders replenishment of raw materials inventory, packaging materials, general cleanroom, chemical supplies & solutions, and other components used in the manufacturing of Tiara and Delivery Systems.
- Manage the stockroom(s) including the internal transfer of materials based on status/disposition. I.e. WIP, and expiring inventories
- Conduct regular inventory counts (i.e. monthly, quarterly, annual) as required for Finance
- Supports company quality systems (planned deviations report and DCO for material related issues).
- Work directly with the Scheduler and other stakeholders to coordinate the timely arrival of materials to support the production schedule.
- Update Visual Manufacturing inventory system data elements as needed
- Maintain strong working relationships and communications with production
- Proactively report product and material availability issues.
- Prepares Production Travelers and distributes the same in Production.
- Complete special projects and assignments as requested (e.g. 5S, Kanban, continuous improvement)
- Contributes in completing various non-conformances through the non-conformance reporting process
- Prepares production reports
- Performs other duties as assigned

Qualifications

Education:

Post -secondary certification, diploma or degree in business, logistics, operations management, or related field.

Experience:

Minimum of 1 year experience inventory management

Skills:

Good computer skills (preferred experience with an operating system)
Knowledge of Visual Manufacturing Entry (preferred, but not required)
Multi-tasker with the ability to prioritize and problem solve
Good communication and organizational skills
Team player

If you are interested in applying for this position and have the required qualifications, please submit a resume to Susan Milne. Please note that both internal and external candidates will be considered for this position.