

TITLE: MATERIAL HANDLER
LOCATION: GUELPH, ONTARIO
REPORTS TO: MATERIALS MANAGER

PURPOSE OF POSITION

To facilitate the movement of material, from the time of receipt to inventory through to the Production cells in an accurate and timely manner.

KEY RESPONSIBILITIES

- Contribute to the Material Handling team with the movement of inventory to stock and feeding the Production locations prior to depletion of cell materials so as to provide a smooth operating production environment from a materials perspective.
- Responsibility for meeting compliance requirements with VIQUA's Inventory Cycle Count Program.
- Provide support / back up for the Receiving process.
- Assist in facilitating offsite transfers, inventory adjustments, and managing stock locations.
- Participate in the ongoing development and adherence to VIQUA's Inventory Management Strategy.
- Work in a safe manner in compliance with VIQUA's Health & Safety Program.
- Assist in maintaining VIQUA's overall facility 5S program.
- Performs other appropriate activities as instructed by the Materials Manager

RELATIONSHIPS

- Serves as a key member of the Materials team.
- Works closely with Production, Quality, Materials and Shipping Teams

BACKGROUND AND SKILL

- Ability to communicate and interact effectively
- Ability to work equally well as part of a team or individually
- Organized with a strong attention to detail
- Ability to work in an fast paced environment
- Computer proficiency in Excel, MRP and Outlook
- Lift Truck License an asset

The above are not intended to be an all-inclusive list of the duties, responsibilities and requirements of the job described. Rather, they are intended to describe the general nature of the job.
