



JOB POSTING

Manufacturing Coordinator – 12 Month Contract

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add a temporary Manufacturing Coordinator to our team.

About the Role

As a member of our Manufacturing team reporting to the Director, Materials Management, the *Manufacturing Coordinator* is responsible for ensuring compliance with manufacturing processes.

Duties & Responsibilities

- Following up with the warehouse team to ensure daily inbound and outbound activities have been planned and scheduled, taking care to ensure there are no conflicts.
- Following up with the warehouse team to ensure that storage has been planned for all inbound materials and bin maintenance is being performed during the movement of goods through the warehouse, including materials being returned from Production at the Reverse Issue Bin.
- Working with Quality Assurance (QA) to ensure all inbound materials are released in a timely manner.
- Following up with warehouse to ensure cycle counting is being performed weekly using the RF Scanners.
- Updating Materials Management team with cycle count data to ensure adequate material levels are maintained.
- Reviewing reports to monitor raw materials issued through to completion to ensure the required finished goods have been produced accordingly.
- Reviewing materials being issued against materials required and working with the logistics team to prevent excess materials from being issued.
- Following up with production to ensure the Reverse Issuing process has been followed to ensure excess materials have been correctly returned to the Reverse Issue Bin.
- Providing support to operators and training operators in the use of RF Scanners in receiving, issuing, reverse issuing, inventory management, and shipping activities.
- Other projects and tasks, as assigned.

What do you need to succeed?

- College diploma or bachelors degree in supply chain, logistics and warehousing or other related field.
- 2-3 years of experience in a similar role within the manufacturing industry.
- Demonstrated experience using RF Scanners.
- Strong Microsoft Word, Excel, PowerPoint, and Outlook skills; knowledge of Microsoft Great Plains, is considered an asset.
- Strong understanding of Warehouse Management Systems (WMS), logistics, procurement and Material Resource Planning (MRP).
- Strong verbal, written and interpersonal skills.
- Strong attention to detail and numeracy skills.
- Ability to manage shifting and conflicting priorities in a fast-paced work environment.
- Ability to maintain composure during high-pressure situations.
- Ability to work longer hours during peak periods.

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.