EVANS

DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

POSITION TITLE:

Materials Handler

PRIMARY FUNCTION:

- Ensures the timely delivery of materials to specified Evans locations – specifically stockroom & project kitting locations. Performs physical receipt, storage, picking and computer entry tasks.

RESPONSIBILITIES:

Day-to-Day:

- Receives materials both physically and electronically
- Provides timely and accurate receiving information to internal departments (Materials Management, Procurement, Manufacturing, and Design). **Receiving tasks include:**
  - Physical handing of incoming materials and storing them to designated locations. This may include unloading/loading trucks and using forklift
  - Receives purchase orders in Axapta & updating the Shortage report (i.e. closing of received items)
  - Communicates receiving status to other departments, when requested
- Ensures timely delivery of materials needed for a project from the stockroom both physically and electronically
- Provides timely and accurate picking information to internal departments.
  Picking tasks include:
  - Physical picking of materials, as specified by a pick list (also known as Kitting Bill of Material), and deliver them to project kitting locations (e.g. carts). Note this task may include the operation of forklift
  - Performs materials transactions (sign-outs) in Axapta & updating the Shortage report (i.e. adding material shortages to the report)
- **Maintaining Stockroom & Parking lot**
  - Supports material cycle counts, to assure accurate inventory information in Axapta
  - Re-organizes existing material stock in a way that optimizes storage space (opens up more space & makes the stock more accessible)
  - Manages material waste flow by ensuring bins are emptied and replaced in a timely manner
  - Maintains the back parking lot by making sure it is well organized, clean and tidy

EDUCATION/SKILLS & EXPERIENCE:

- Greater than 1, ideally -3 years' experience in a factory environment
- Secondary Graduate Diploma

REQUIRED COMPETENCIES/ PERSONAL ATTRIBUTES:

- Familiar with plant operations , specifically on Receiving and Stock Room procedures
- Able to easily demonstrate w/ training navigation of Axapta module as related to inventory
- Able to prioritize and organize the flow of incoming material based on plant/project needs, understands the concept and urgency of incomplete orders.
- Basic/entry level computer skills –able to comprehend training as required and specific to the position
- Able to seek creative ways to solve or work through problems
- Able to multi task unpredictable workloads
- Independent and disciplined, does not require close supervision

SPECIAL REQUIREMENTS:

- Ideally WHMIS trained or no issue being trained
- Must have Forklift certification

APPLICATION PROCESS:

If you are qualified, interested or have questions concerning this opportunity, please contact **HUMAN RESOURCES at careers@evansonline.com**