EVANS

DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

POSITION TITLE:

Materials Handler-**Forklift**

PRIMARY FUNCTION:

- **Dedicated to Forklift operations**……Ensures the timely delivery of materials to specified Evans locations – Will drive forklift 6-8 per day, maintain diligent records of materials movement within the plant, will assist Materials Lead with not only materials handling but other related needs of the team. May involve shift change.

RESPONSIBILITIES:

Day-to-Day as assigned and prioritized by Materials Lead:

- Dedicated (forklift) driver
- May receives materials both physically and electronically
- May provide 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
- May provide 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**
  - May support material cycle counts, to assure accurate inventory information in Axapta
  - May be involved in reorganization of existing material stock in a way that optimizes storage space (opens up more space & makes the stock more accessible)
  - May manage material waste flow by ensuring bins are emptied and replaced in a timely manner
  - May maintain the back parking lot by making sure it is well organized, clean and tidy

EDUCATION/SKILLS & EXPERIENCE:

- > 2 years forklift driving experience in a warehouse or factory environment
- Attention to safety and best work practices is non-negotiable and a **primary requirement!!!**
- Positive work attitude with strong organizational skills
- Work knowledge of Microsoft Outlook and Excel
- Team player with the ability to handle a face-paced environment while prioritizing work efficiently
- Must be fluent in both spoken and written English

REQUIRED COMPETENCIES/ PERSONAL ATTRIBUTES:

- Familiar with plant operations , specifically on Receiving and Stock Room procedures
- Able to prioritize/ 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**
careers@evansonline.com