



Job Description

Creation Technologies is offering the following career opportunity:

ROLE: Inventory Associate

STATUS: Full Time (Permanent)

SHIFT: Day Shift (7:00 AM – 3:30 PM) & Afternoon Shift (3:30 PM - Midnight)

LOCATION: South Burnaby

DUTIES/RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Maintain inventory store organization & cycle count
- Issue materials out of stock room & kit special projects (i.e. PCP, Sales Orders, ECN, NCR, RMA)
- Work/liaise with Production, Engineers, Purchasing and Accounting
- Accurately picking, counting and labeling parts for production operations according to pick lists
- Troubleshooting and following up on kit shortages and inventory discrepancies
- Documenting shortage information and entering data into Oracle
- Auditing and re-shelving returned kits
- Following materials handling and ESD control procedures

QUALIFICATIONS:

- Two year manufacturing experience or equivalent, preferably in stockroom
- Detail oriented, organized, and quality oriented
- Forklift certification is a definite advantage
- Able to lift items of at least 30 pounds
- Excellent computer (excel, word)skills; Knowledge of Oracle is an asset
- Positive attitude, self-motivated, hard working
- Able to work independently and in a team environment
- Solid understanding and ability to identify and verify electronic values, tolerance and various manufacturer labels against project's bill of material

- Strong communication skills
- Good basic math skills and familiarity with computers
- Previous experience in material handling is a definite asset

*Please include the job title you are applying for in your email heading in either Word or PDF.

We thank all applicants, but advise that only those selected for an interview will be contacted.

The Creation Difference – The People!

We are an Electronic Manufacturing Service (EMS) Provider. We provide high-mix, high-complexity, start-to-finish manufacturing and supply chain solutions to companies in the Industrial Controls, Instrumentation, Medical, Communications, Transportation, Military/Aerospace and Safety & Security industries.

Our culture of excellence has attracted leading talent, working together as part of multi-disciplinary, Customer-Focused Teams. Professionals from engineering, program management, supply chain management, test, quality assurance and production provide end-to-end value excellence.

If your goal is to be part of a bold, entrepreneurial and diverse team, where you are empowered to make a difference and your hard work is recognized and rewarded, then Creation Technologies is looking to invest in you.

Come and develop your career while enjoying our fantastic culture that promotes mutual respect, integrity and teamwork. At Creation, we know it is our people who make us a leading global Electronics Manufacturing Services provider and one of the top 50 Technology Companies in Canada.

We believe in working hard and playing hard! If this sounds like a company you want to work for than we want you to come create **your future** with us!

Job Type: Full-time