



ROLE: Materials Associate – Shipping & Receiving

STATUS: Full Time (Permanent)

HOURS: 7:00 AM – 3:30 PM

LOCATION: South Burnaby

DUTIES/RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Shipping

- Arrange couriers to ensure shipments are picked-up on-time
- Ensure all products are packed according to appropriate shipping procedures and are shipped out
- Deal with customer/supplier shipping requests
- Control and order shipping supplies
- General organization/maintenance in shipping areas

Receiving

- Receive all purchase order materials using Creation's ERP system
- Inspect incoming materials according to Engineering specifications
- Receive chemicals as per chemical handling procedures
- Process RMA/NCR according to company procedures
- Communicate with various departments to deal with material discrepancies
- Maintain receiving records
- Participate in all 5S + 1 initiatives within the team
- Participate in cycle count
- Perform procedures related to inventory control
- Handle materials exceeding 30 pounds; use equipment such as pallet jacks, Forklift, and other tools and equipment used to handle and move received materials
- Ensure all pertinent safety regulations are adhered to with regards to the safe operation and use of all equipment, machinery and handling of materials

QUALIFICATIONS:

- 1 + years of experience in either a Receiver or a Shipper capacity
- Good communication skills and a strong team player
- Excellent attention to details and accuracy in data entering
- Able to lift materials more than 30lbs
- Able to work independently or in a team environment
- Experience as a user of computer systems applications (Oracle, MS Office)
- Strong organization skills while able to multitask
- Strong orientation towards safety; WHMIS certification an asset
- Knowledge of electronic components
- Colour identification is a requirement of this role

