



Inventory - Material Handler

Objective & Purpose

- The Inventory Material Handler is responsible for the accurate picking of components required for Production Work Orders to support manufacturing and general business operations. As part of their daily activities the Inventory Clerk will maintain a safe and clean working environment capable of supporting normal operations.
- This position requires a detail oriented, and accuracy driven individual capable of quickly prioritizing activities to meet the requirements of daily production. This individual can operate in a computerized inventory-controlled environment and is physically capable of performing the job functions of lifting and moving inventory.

Principle Duties & Responsibilities

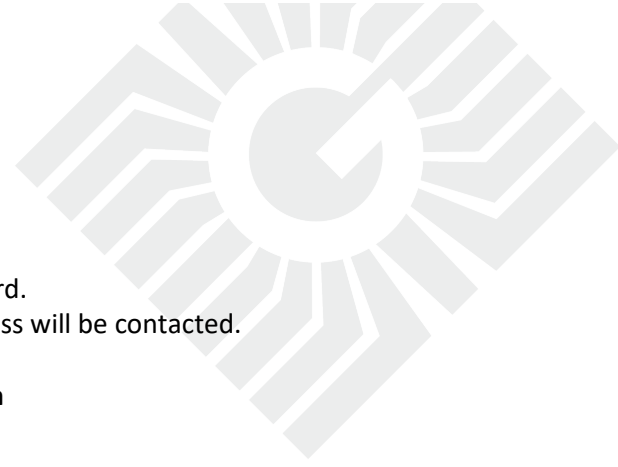
- Accurately locate & pick components required for Production Work Orders.
- Deliver work orders to the appropriate production work centers in a timely manner.
- Responsible for the receiving and storage of completed production sub-assemblies.
- Run daily exception reports and fill production shortages as required.
- Assist with the completion of the cycle counts and/or annual inventory counts as required.
- Complete inventory movements and transfers in computerized inventory system.
- Organize and maintain a clean and safe inventory work area, complete daily clean-up & 5S activities.
- Additional duties as required.

Education, Training & Experience

- Community College Business or Material Handling diploma or a minimum of 2 years inventory control experience in a manufacturing environment.
- Previous experience with computerized inventory systems; SYSPRO preferred.

Skills and Competency Requirements

- Ability to work in a high paced manufacturing environment
- Works well with a team
- Ability to multi-task & effectively prioritize activities while meeting deadlines.
- Strong attention to detail with an emphasis on accuracy.
- Computer proficiency with Microsoft Office (Excel and Word)
- Strong written and verbal communication skills
- Strong understanding of Work Orders and Bills of Materials.
- Self-motivated and capable of working independently with limited supervision.
- Able to stand for long periods of time.



Preference will be given to applicants that can prove a successful track record.
Only those who will be considered for the next step of the application process will be contacted.

Applications should be forwarded to Jodi Mattatall.

Please email resume and cover letter to mattatall.j@greystoneenergy.com