



We are looking for a Purchasing Material Coordinator to assist in the growth of our structural division. With this role you will have the opportunity to collaborate with operations and production teams to ensure accurate inventory from the beginning to the end of our purchasing/inventory control procedures. Come kick-start your career with us today!

Things you will do:

- Create and initiate purchase requisitions.
- Responsible for establishing and ordering product and part quantity.
- Date and keep track of deadlines for the production scheduler.
- Beginning to end ownership for all material consumption.
- Investigate and resolve all inventory and to report any missing items to ensure consumption and inventory are correct and accurate.
- Inventory Management to maintain the target inventory level for raw and finished goods.
- Receiving inventory into storage areas
- Preparing kits that are accurate, organized, and complete.
- Creating bin locations for new inventory and reorganizing current bin locations when necessary
- Maintain the overall organization and cleanliness of the warehouse.
- Meeting the daily demands of the Structural Department
- Completing assigned tasks in efficient and timely manner
- Completion of daily assigned kitting tasks and production schedule requirements.
- Provide support to the Structural Department and production through kit completion and the replacement of non-conforming parts
- Examine parts, and kitting lists for non-conformance.
- Conduct weekly cycle counts and daily cleanup of work area
- Ensure all tasks & paperwork are accurate.
- Practice safe work procedures at all times; lead by example
- Support any mission, vision, budgets, goals & objectives.
- Provide working environment that is safe, clean & healthy
- Perform other duties as required.

What you have:

- Minimum 2 years in production parts planning preferably in the manufacturing industry.
- Previous experience with document management, warehouse management systems and order process systems
- Ability to read a basic drawing.
- Experience with measurement Tools (e.g. scales, measuring tape, thermometer, temperature gauge, air pressure gauge)
- Experience with material handling Equipment (e.g. dollies, forklifts, hand trucks, jacks, pallet trucks, wrapping machinery)
- Ability to establish work priorities and ensure deadlines are met.
- Excellent interpersonal, verbal, and written communications skills
- Above average reading comprehension, writing and numeracy required.
- Must display a positive attitude.
- Must be able to work in a fast paced atmosphere
- Attention to detail & high level of accuracy required.
- Very effective organizational skills
- Strong computer skills - Excel, Word, Email (must be able to demonstrate ability).



Who are you?

- You are a team player who shares in our core values.
- You put safety first for yourself and your co-workers always
- You show up each day with a positive attitude & outlook
- You are mechanically inclined and are committed to producing top notch quality
- You are organized and stay on track to get the job done right and on time
- You can communicate and write in the English language
- You are able to lift up to 50lbs & perform the physical requirements of the role

What's in it for you?

- Competitive pay that rewards you fairly for the work that you do
- Matching RRSP Program
- A condensed work week that gives you more time off to chase your hobbies and spend time with family & friends.
- Shift premiums & opportunities to generate overtime earnings when available.
- Extended Health Care Benefits for you and your immediate family to enjoy
- A fun work environment with good people who enjoy what they do
- Leadership who cares and puts your safety at the forefront daily.