



DESIGNS & EQUIPS MISSION CRITICAL OPERATIONS

TITLE: MATERIALS HANDLER

LOCATION: CALGARY, AB

PRIMARY FUNCTION:

Ensures the timely delivery of materials to specified Evans locations – specifically stockroom & project kitting locations. Performs physical receipt, storage, picking and computer entry tasks.

CORE RESPONSIBILITIES:

- Works with Regional Sales Managers to develop and support complex projects.
- Will become an expert in the use of Evans' proprietary design software.

DAY-TO-DAY:

- Receives materials both physically and electronically
- Provides 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
- Provides 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

- Supports material cycle counts, to assure accurate inventory information in Axapta
- Re-organizes existing material stock in a way that optimizes storage space (opens up more space & makes the stock more accessible)

- Manages material waste flow by ensuring bins are emptied and replaced in a timely manner
- Maintains the back parking lot by making sure it is well organized, clean and tidy

REQUIRED COMPETENCIES + PERSONAL ATTRIBUTES:

- Familiar with plant operations , specifically on Receiving and Stock Room procedures
- Able to easily demonstrate w/ training navigation of Axapta module as related to inventory
- Able to prioritize and 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

EDUCATION:

- Greater than 1, ideally -3 years' experience in a factory environment
- Secondary Graduate Diploma

SPECIAL REQUIREMENTS:

- Ideally WHMIS trained or no issue being trained
- Must have Forklift certification

APPLICATION PROCESS:

If you are interested in applying for this position, please contact Human Resources by emailing a resume and cover letter to careers@evansonline.com. This position will be posted until a suitable candidate is found.