



Material Handler

Location: Stoney Creek, Ontario, Canada

Web Site Address: www.liburdi.com

Number of Positions: 1

Posting Date: December 2017

Contact Email: resume@liburdi.com

Reference Number: VN12042017

Please quote the above Reference Number in the subject line of your email

Liburdi Automation is a leader in design and manufacturing of specialized welding equipment. Serving primarily aerospace and nuclear industries, Liburdi combines expertise in control technology and welding processes to develop unique solutions to challenges presented by these industries.

Our Company has an immediate opening for a highly motivated, detail and time oriented *Material Handler* to join our team.

Typical Duties Include (but are not limited to):

- Update and monitor production schedule.
- Manage and monitor procurement lead times and coordinate shipping dates.
- Manage standard product work orders and project purchase order delivery reports.
- Coordinate shortage information with purchasing, vendors, and production staff.
- Assists in planning sequences of fabrication, assembly, installation, and other manufacturing operations in custom projects.
- Confers with department Supervisors to determine status of assigned projects.
- Expedites operations that delay schedules and alters schedules to meet unforeseen conditions.
- Monitors project's procurement progress to ensure it's following the project schedule.
- Liaison between inventory, receiving and purchasing departments.

Key Skill Requirements:

- Highly organized with a strong ability to prioritize tasks
- Excellent written and verbal communication skills
- Strong attention to accuracy and detail
- Ability to work in a fast-paced dynamic environment
- Accurate data entry skills

Key Education/Experience Requirements:

- 3-5 years of previous Material Handler experience required
- Intermediate skill in Microsoft Office Suites (Excel, Word and Outlook) required
- Microsoft Project is an asset
- Previous experience in supply chain management and lean manufacturing is an asset
- College level education required
- Previous experience with Great Plains is an asset
- Mechanical knowledge is an asset

Application Information:

This role will be a permanent full time position. Interested candidates are encouraged to forward their resume (**please include the reference number in the subject line**) to: resume@liburdi.com

Liburdi is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Only qualified candidates selected for an interview will be contacted.