

JOB POSTING DETAILS

Employer	Pollard Banknote Limited	Job Type	RI
Job Title	Material Coordinator	Duration	Full Time
Job ID	11431	Location	Sault Ste. Marie
Date Posted	September 13, 2021	Closing Date	September 21, 2021

Job Overview - Description & Duties

Position Summary:

The Material Coordinator is responsible to provide support and coverage in the Shipping Receiving department as required. The position is responsible for the coordination and movement of supplies, product and material between the shipping and receiving, production and finishing departments to ensure availability to support the manufacturing process.

Accountabilities:

- Ensure materials, supplies and work in progress tickets are continuously transferred between departments to support the flow of production
- Ensure timely movement of product and materials in and out of finishing to other departments as needed
- Efficiently organize and manage the floor space within finishing and warehouse storage areas
- Daily documented inspections on powered lifting equipment
- Operate Electronic Counter Balance Forklift
- Other duties as required

Required Skills

- Grade 12 diploma
- Forklift certification an asset
- Previous Warehouse environment experience considered an asset
- Good communication skills
- Ability to lift up to 40 lbs.
- Basic computer skills
- Mechanically inclined is an asset
- Flexible to work overtime when needed
- Clean criminal record check and financial record check

Other Requirements

NA

How to Apply

Please submit a cover letter stating a summary of your qualifications relevant to this position along with your resume to:
SSM Pollard Banknote Ltd.

Attn: Human Resources - Posting # S23-21

Email: ssmrecruitment@pbl.ca