

## **Material Handler (Steady Afternoons)**

### **Job Summary**

To ensure all incoming and outgoing goods are organized, stocked throughout the plant, and inventory is tracked.

### **Responsibilities**

- Match incoming material to packing slip, to purchase order and advise Office Manager of any receiving discrepancies
- Organize and distribute incoming material to appropriate personnel
- Communicate delivery/quality issues to the Supervisor or Quality Manager
- Track and maintain appropriate levels of shop supplies, forwarding electronic requisitions to Purchasing for follow up and procurement to restock
- Ability to load and unload material on and off trucks
- Prepare subcontract goods for shipping to suppliers
- Organize job leftovers, coordinate with purchasing and project management to determine disposition (distribution) of goods
- Work in a safe and organized manner, as outlined in the Health and Safety Program, including safe material handling practices
- Perform all other duties as assigned

### **Knowledge and Skills**

- Grade 12 O.S.S.D. or equivalent
- Proficient oral and written skills and understanding of basic computer skills
- Ability to establish interpersonal, cross-functional, and supplier base relationships
- Organizational skills and ability to stay focused in a fast-paced environment
- Working knowledge and background in material handling
- Knowledge on how to utilize basic hand tools
- Ability to lift at a minimum of 40 pounds
- Must be willing and able to achieve certification on lift truck and overhead crane

### **Requirements**

- Minimum of two years of industrial experience in shipping and receiving
- Knowing how to operate a lift truck and overhead crane is an asset
- Ability to work steady afternoons



**Address:**  
481 Silver Creek Industrial Dr.  
Lakeshore, Ontario, Canada  
N8N 4W2  
**Phone:** 519-727-5100  
**Fax:** 519-727-5352  
**Website:** [www.concorde-pm.com](http://www.concorde-pm.com)

## **Company Background**

### ***Strengthening communities by advancing manufacturing.***

*Concorde Precision Machining, a subsidiary of Reko International Group Inc., specializes in large & medium precision milling and boring machining for the transportation, energy, and oil and gas industries.*

*We are continuously seeking out the best and the brightest to become an integral part of a life-long opportunity and contribute to a vibrant future at our company. At Reko, we invest in our people and give them the tools they need to achieve success by offering apprenticeship programs, tuition reimbursement, and referral bonuses.*

*Adhering to our core values of respect, customer focus, innovation, flexibility, teamwork, honesty, and dedication, we work creatively to ensure that our customers get what they request, on time. We will maximize value for all stakeholders. Our supportive family culture means that we embrace diversity; that we work together; and that we enjoy lots of social events together too.*

*Don't wait! Join our family today!*