

Material Services Coordinator Job Posting - Barrie, Ontario

Prodomax is a specialized industrial engineering firm focused on designing complex automation with a blue-chip customer base and a tremendous track record since it was founded in 1971. Prodomax operates from two facilities with a combined footprint of 200,000 square feet and 200+ employees in Barrie, Ontario. In July 2018, Prodomax joined forces with Jenoptik with approximately 3,600 employees working from facilities in 80 countries. Jenoptik's key capabilities include optics, lasers, metrology and automation servicing the automotive, life sciences and semi-conductor industries.

As a Material Services Coordinator, you will be responsible for shipping, receiving and recording the movement of parts, supplies, materials, equipment and stock to, from and within Prodomax.

Prodomax is a small company with large company advanced processes that have earned us:

- Best Managed Companies Award
- Best Managed Companies Gold Award
- Barrie Chamber of Commerce – Business Excellence Award
- Barrie Chamber of Commerce – Innovation Award

Material Services Coordinator Key Accountabilities:

- Shipping/Receiving:
 - Communicate/co-ordinate on shipping logistics, late deliveries & expediting.
 - Examine shipment contents and compare with records such as manifests, invoices or orders to verify accuracy of shipment
 - Confer and correspond with establishment representatives to rectify problems, such as damages, shortages, and non-conformance to specifications
 - Co-ordinate, organize and release vendor materials to project build teams using material handling devices
 - Order and store material required for operations (MRO) to maintain stock inventory.
- Equipment Shipments:
 - Communicate and co-ordinate with internal teams and customers on rigging, transportation arrangements, equipment rentals and customs.
 - Plan and schedule appropriate service line for situation (ground, expedited, air, etc.) to maintain a cost effective balance between customer service and cost of shipments.
 - Prepare documents such as requisitions, bills of lading to route materials
- Compliance:
 - Maintain compliance with laws, regulations, and/or standards and complete appropriate documentation i.e. Material Safety Data Sheets and disposal of hazardous waste
 - Ensure documentation is accurately processed and distributed in a timely manner.
 - Complete incident reports in relation to health and safety issues in a timely manner.
 - Maintain Material Services area in an organized, clean, safe and secure manner.
 - Complete daily shipping and receiving logs
- Maintain contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials

Material Services Coordinator Key Professional Attributes:

- College completion
- Health and Safety training and forklift certificate would be an asset
- Driver's license is mandatory
- 3 years of practical experience in a manufacturing environment
- Experience in Microsoft Office (Word, Excel, PowerPoint)

Our Benefits:

- Competitive salary and profit-sharing bonus
- Comprehensive Group Health & Dental Benefit Plan
- Employee assistance and wellness programs
- Employee training, development, tuition and professional fees reimbursement
- Partial tuition reimbursement for employees' Children enrolled in technical program at recognized Canadian college/university
- Annual performance management review
- Safe, professional work environment
- Casual business dress
- \$1,000 referral fee if you recommend an approved permanent hire – family & friends included
- Safety shoes and safety glasses reimbursement
- Prodomax Employee Excellence Recognition (PEER) Awards

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Prodomax is minutes away from the GO Station connected to Toronto and close to beautiful Kempenfelt Bay on Lake Simcoe. Barrie has something for everyone. Just ask our people. If this opportunity sounds like an environment you would thrive in, send your submission to hr@prodomax.com.

We have mountain bikers, road bikers, skiers, golfers, runners, video game heroes, musicians, community volunteers, race car drivers, fitness enthusiasts, hockey players, outdoor sportspeople, TV & potato chip experts, single people, family people, and every other variety of people. Everyone is welcome.