

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.

We currently have a requirement for a Material Services Coordinator to join our team. The incumbent will ship, receive and record the movement of parts, supplies, materials, equipment and stock to, from and within Prodomax.

Key Accountabilities and Responsibilities:

- 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

Education:

- College completion
- Health and Safety training and forklift certificate would be an asset
- Driver's license is mandatory

Experience:

- 3 years of practical experience in a manufacturing environment
- Experience in Microsoft Office (Word, Excel, PowerPoint)

In Addition to Company-Wide Personal Competencies:

- Excellent communication skills in order to interact with internal and external customers.
- Excellent time management skills to prioritize assignments and plan how best to sequence tasks to meet deadlines.
- Ability to work with a team and independently as required.
- Possess drive and motivation to continuously learn on the job.
- High energy and the flexibility to perform under short time constraints to meet deadlines

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 <https://jobs.jenoptik.com/Jobs/All?lang=eng>

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.