

Job Identification

Job Title: Materials Coordinator
Division: Bailey Metal Products Limited – Doney
Department: Production, Inventory and Delivery
Reports to: Corporate Materials Manager

Job Purpose Summary

The Materials Coordinator is to ensure that the materials are dispatched while meeting shipping schedules and to ensure that incoming and outgoing shipping activities are performed accurately, completely, properly and with high productivity.

The Materials Coordinator will also be responsible for ensuring the availability of all necessary materials required to support the manufacturing process, releasing scheduling of inbound semi-finished material and ensuring adequate stock levels.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

Operational:

- Manage Materials planning function utilizing SAP MRP to make material scheduling decisions.
- Ensure production orders paperwork and shipping documents are processed accurately through the SAP system.
- Manage all scheduling of production orders.
- Monitor inventory levels and reconcile physical inventory levels.
- Manage STO's from other Divisions.
- Coordinate with various carriers, negotiate and compare quotes before placing orders.
- Oversee loading and unloading of materials from trucks or other conveyances.
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods. Give feedback to purchasers. Route goods to appropriate storage areas.
- Ensure compliance with loading specifications and customer requirements.
- Posts weight and shipping charges, log driver's reports and information.
- Liaise with customer service department to ensure delivery requirements are met.
- Operate forklift, hand truck or other equipment to load, unload, transport and store goods.
- Able to work shift schedules to accommodate work demands as required
- Ensuring a safe work environment while maintaining floor standards.

Human Resources:

- Promote team work within and across the departments.

Health and Safety:

- Maintain working knowledge of all Health & Safety policies.

- Correct and communicate on any unsafe acts/conditions to supervisor/ safety manager.
- Support and promote all aspects of the corporate Health & Safety program.
- Monitor accident frequency and history and analysis injury data.
- Report all accidents/incidents promptly, conduct investigation & act on recommendations.
- Comply with all Bailey's safety programs, confidentiality and legal requirements.

Other:

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Participate in the company's quarterly inventory count.
- Other responsibilities and accountabilities as assigned by the Warehouse Supervisor.

Requirements and Qualifications

- 5-7 years of dispatching experience in a manufacturing environment is preferred.
- Experience in forklift (counter balance) operation warehouse experience is an asset.
- Knowledgeable in operation of equipment / tools such as Forklift (Counter balance), strapping machine, natural gas fuel station, chop saw, mobile ladder, two-way radio, etc.
- Sound knowledge of Bailey's products, lift configuration, size, weight and stacking height.
- 12th grade diploma graduate with strong Negotiation skills, Computer skills (MS Office – Word Excel, Outlook, etc), Typing skills, communication skills, and proficiency in English Language (reading and writing).
- Personal attributes include ethical, open-minded, observant, and tenacious.
- Quick learner, Team Player with initiatives and capable of meeting deadlines.

Working Conditions

- Work in a fast-paced environment.
- Able to physically lift material up to 50 pounds.
- Able to operate a forklift safely.
- Able to work overtime as required.