



Material Handler

- Durham Region, ON, Canada
- Full-time

Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

Job Description

Reports to: Materials Manager

Job Purpose: Ultimately responsible for material handling activities in the Plant.

Key Responsibilities and Accountabilities:

- Operate material handling equipment including forklifts, pallet jacks, etc. to move stock and organize inventory
- Supply production area with needed materials from inventory based on work orders
- Remove finished goods from production area and properly store
- Unload incoming shipments and confirm that received materials match packing slips and that items are undamaged
- Stage and load outgoing shipments and confirm that outgoing materials match bill of lading
- Accurately update records using a computerized inventory interface
- Perform preventative maintenance and routine inspections on all handling equipment
- Support other material handlers and perform other duties as required by production needs

Qualifications

- High school diploma, or equivalent work experience
- Must be proficient in English, written and spoken

- Must be certified and capable of driving a forklift
- Must be able to lift 50 lbs

Additional information

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All information will be kept confidential according to privacy guidelines.

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