



## **MATERIALS CONTROL NON-TOUR PERSON**

### **JOB DESCRIPTION**

#### **Bargaining Unit Position**

#### FUNCTION:

This position supports the supply chain of goods required for the continuous operation of Trigon, while meeting all company Occupational Health and Safety requirements and is responsible for ensuring the warehouse functions are completed accurately and timely.

#### RESPONSIBILITIES:

Essential job functions:

1. Shipping and receiving
  - Be attentive to freight arrivals
  - Assist with unloading freight in and loading freight out
  - Ensure the accuracy of all shipping/receiving documents
  - Assure goods received match their documents (packing slips) and match the purchase order
  - Bring discrepancies to the attention of the buyer and assist with resolving the discrepancies
  - Tag the goods and place in the appropriate location
  - Deliver goods to onsite locations
  - Prepare and package goods for shipping
  - Electronic entry of all related documents
2. Assist with scheduled inventory cycle counts
3. Perform regular housekeeping in the warehouse
4. Assist maintenance and operations personnel in finding requested parts within inventory
5. Storage and preservation of inventoried goods

When the need arises perform the following duties:

- i) electronic document entry,
- ii) inventory replenishment,
- iii) disposal of assets,
- iv) fuel handling,
- v) represent materials control at the HSE committee meetings
- vi) Planning Department support

Apply your skills to perform assigned tasks and maintain high quality workmanship.

- o Complete training courses identified and approved by Trigon
- o Maintain a clean and safe work environment by routinely inspecting the warehouse facility and responding to health, safety or environmental hazards by correcting them immediately if possible, or by advising the appropriate site personnel of these hazards.
- o Support and adhere to the Health, Safety, Environment and Quality procedures as outlined in RBS
- o Perform Materials Control work orders
- o Assist the Purchasing and Materials Coordinator in meeting company and team goals and objectives
- o Follow established policies and procedures
- o Assist in other site operations for which you are qualified

## **HIRING CRITERIA:**

### **Education and Knowledge**

- Minimum Grade 12
- Trades Qualification in Industrial Warehousing
  - Parts\_person / Parts Technician under Red Seal
  - Parts and Warehousing 3 in BC
- Valid BC Class 5 Driver's license
- WHMIS certification
- Transportation of Dangerous Goods Certification

### **Experience**

- Experience working in an industrial environment
- Minimum 3 years' experience working in an inventory warehouse
- Computerized inventory management systems
- Proficient at using computers in a Microsoft Windows environment

### **Skills and Abilities:**

- Excellent interpersonal communications (verbal/written)
- Ability to work in a team environment

- Decision-making
- Self-motivated
- Able to adapt to changing responsibilities
- Must be able to organize and prioritize the work demands
- Analytical abilities (mathematical/statistical)

## RELATIONSHIPS

Reporting directly to the Warehouse Coordinator, the incumbent could have daily contact with all internal customers such as Operations, Maintenance, Administration, Coordinators, supporting trades, personnel, staff, and external customers such as suppliers, contractors, freight representatives, auditors, government officials and custom brokers.

## STANDARDS AND EXPECTATIONS:

- Work safely and follow the health, safety and environmental procedures
- Work within guidelines and rules
- Good attention to detail
- High quality work carried out in a timely manner
- Follow job procedures
- Expected to work with minimal supervision
- Listen and learn from instructions,
- Participate in the department's training program
- Be in good physical shape and capable of completing all tasks which require the ability to lift heavy objects.

Revised: July 19, 2023

Approved: \_\_\_\_\_  
Maintenance and Warehouse Manager