



Roadtrek Inc. is a manufacturer of Class B (Campervan) motorhomes, headquartered in Cambridge, Ontario. Do you want to work in a fast paced exciting and growing industry? Do you have a passion for the RV business, its people and its products? If you answered yes to these questions, we would love to hear from you.

We are currently recruiting for a Material Handler/Receiver to join our team.

Primary Focus

The Material Handler & Receiver supports the materials and production team by organizing, delivering and analyzing inventory. The role is also responsible for receiving and delivering incoming goods in a timely and efficient manner and is responsible for ensuring that items received match shipping documentation and have been received in good condition. Hours are Monday through Friday from 7am to 3:30 pm.

Responsibilities

- Maintains inventory by identifying, labeling, and placing materials and supplies in stock; recording location of inventory.
- Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.
- Maintains in-process inventory at work centers by delivering and opening materials and supplies.
- Documents product shipment by recording units shipped.
- Contributes to team effort by accomplishing related results as needed.
- The physical receipt and delivery of incoming goods and entry of these receipts via MFG/PRO.
- Return of excess or substandard material to suppliers
- Maintain quality standards
- Unloading of materials from trucks
- Review goods received against packing slips to ensure accuracy.
- Deliver goods to proper departments and grid locations.
- Data entry of all receipts, returns, inventory transfers etc. via MFG/PRO
- Lift truck inspection.
- Housekeeping and maintenance of bulk storage at all plants.
- Other duties as assigned by Manager

Behavioral Characteristics and Skills

- Effective communication and leadership skills
- Ability to produce concise schedules and meet deadlines
- Ability to work in a team environment
- Proficiency in oral and written communication
- Ability to follow established procedures
- Ability to work with minimum supervision
- Ability to identify and solve problems through analysis



Education/Experience

- Minimum: Secondary School Grad or equivalent.
- 3-5 years warehousing and/or material handling experience (FIFO knowledge)
- 1-2 years of inventory control experience
- Experience with Microsoft Office Word & Excel required
- Lift Truck License.

This job description covers the main tasks and conveys the spirit of the types of tasks that are anticipated for the role. Other tasks may be assigned as necessary according to organization needs.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, should you require an accommodation, we will work with you to meet your needs during all aspects of the recruitment and selection process.

To be considered for this position, please forward your resume in confidence to HR@roadtrekinc.com. We thank all applicants for their interest, only those selected for an interview will be contacted.