

CRIB ATTENDANT

Founded in 1996, Select Tool is a leading manufacturer of high quality and innovative solutions to valued customers worldwide. We are a full-service provider of Automation, Special Machines, Turn-Key Productivity Systems, Specialty Tooling, and Checking Fixtures.

We control our value chain from concept to completion, thus offering many professional development and personal growth opportunities to our team members, as well as greater value and capabilities for our customers.

We value our team members, which is why we offer excellent wages, comprehensive benefits & RRSP program along with a great work environment, clean and modern facilities, and a driving desire to continue to be the best at what we do.

Job Description: The Crib Attendant will maintain an efficient flow of materials, which involves documenting, storing, locating and distributing stock within our manufacturing environment. They will be responsible for coordinating materials, crib maintenance and receiving.

Reporting to: General Manager

Primary Duties and Responsibilities:

- Receive, unload and inspect shipments and sign paperwork upon receipt
- Enter PO related, incoming packing slips to mark items as received
- Resolve and log receiving issues with vendors and purchasing
- Fill job bins with stock items and follow up on outstanding purchased items
- Track and deliver late items, job add-ons and requested supplies to the team
- Place inventory orders through purchasing (shop supplies, tools, job related inventory)
- Sort and log returned inventory in crib
- Perform month end inventory counts of crib stock

Requirements:

- Ability to work in a fast paced / team environment
- Minimum High School Diploma
- Minimum two years' experience in a manufacturing environment is an asset
- Experience in Sage is an asset
- Must have general computer skills

Accessibility:

Select Tool is committed to fostering a positive work environment and empowering its employees. Select Tool encourages applications from all qualified applicants and provides accommodations for applicants with disabilities. Please contact hr@selecttool.com if you require an accommodation during the recruitment process.