



JOB DESCRIPTION MANUAL

Document ID SPIJDM0102	Title MATERIALS COORDINATOR	Print Date 11/25/2016	Revision 1.0
Effective Date 11/28/2016	Prepared by Mark Bateman / Operations Manager	Date Prepared 11/23/2016	
	Approved by Frank Massimino / Plant Manager	Date Approved 11/25/2016	

SUMMARY

The material coordinator is responsible for the conveyance and organization of all plant materials, including the receiving and shipping of products in compliance with the companies policies and procedures. Material coordinators are responsible to maintain a safe and clean environment at all times as well as enforce and follow company FIFO and material handling procedures.

KEY DUTIES AND RESPONSIBILITIES

- Load, unload, and move products and materials by hand or equipment
- May perform other activities such as assisting in taking inventory and weighing/checking materials
- Pick orders and prepare for shipping, including: stacking, wrapping, and crating products
- Pick material from supply area as required
- Participate in clean-up and some general maintenance
- Perform other handling duties such as counting, weighing, and sorting
- Put away received materials to proper storage locations
- Confirm inventory transactions are complete
- Assemble containers and crates, pack goods to be shipped and prepare identifying information and shipping instructions
- Operate forklift, hand truck or other equipment to load, unload, transport and store goods
- Ensure all Forklift start-up inspections are completed each day
- Oversee loading and unloading of goods from trucks, etc
- un pack and route goods to appropriate storage areas
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods
- Comply with all safety policies, company practices and procedures
- Practice safe and proper use of machinery and tools
- Maintain a clean and safe work area

ORGANIZATIONAL RELATIONSHIPS

The material coordinator reports directly to the plant materials manager. Material coordinators may also take direction from the shift supervisor and the plant manager,

QUALIFICATIONS

Completion of grade 12 or equivalent work experience
 Previous experience in material handling and shipping/receiving
 Basic mathematical, computer, written and data analysis skills
 Willingness to work over time to support customer requirements

PROCEDURES

PROCEDURE ID AND NAME	POLICIES AND PROCEDURES MANUAL



JOB DESCRIPTION FORM

Division/Department:	Stratus Plastics International - Materials Department		
Location:	Tecumseh, Ontario, Canada		
Job Title:	Materials Coordinator		
Reports to:	Judy Goyeau	Job Title:	Materials Manager

Type of position:	Student	Contract	Casual	Full Time	Salary	Hours per Week:	40
				X			

Wage Range:		Benefits:	
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General Description

The material coordinator is responsible for the conveyance and organization of all plant materials, including the receiving and shipping of products in compliance with the companies policies and procedures. Material coordinators are responsible to maintain a safe and clean environment at all times as well as enforce and follow company FIFO and material handling procedures.

Work Experience and Education Requirements

Completion of grade 12 or equivalent work experience
 Previous experience in material handling and shipping/receiving
 Basic mathematical, computer, written and data analysis skills
 Willingness to work over time to support customer requirements

Reporting and Organizational Relationships

The material coordinator reports directly to the plant materials manager. Material coordinators may also take direction from the shift supervisor and the plant manager,

Reviewed by:		Title:	
Approved by:		Title:	
Date Posted:		Duration:	

ISO REVISION LOG

Date	Revision	Date	Revision	Date	Revision
11/23/2016	Implement REV 1.0				

Posting
Managers
Signature