



Material Control Coordinator

Norscan Instruments is a Winnipeg-based, ISO 9001:2015 Registered manufacturing company that offers fiber optic cable management solutions and services to organizations across North America. With a dynamic team of 14 employees, we strive to be leaders in our field. We are committed to workplace diversity and offer a flexible work environment with competitive compensation and benefits programs.

Reporting directly to the Production Manager, the Material Control Coordinator will receive and inspect all incoming materials; package and ship product; maintain inventory; and perform administrative purchasing activities.

Duties and responsibilities of this role include:

- Receiving, inspecting, and recording all incoming materials.
- Proactive preparing/packaging of product and arranging for shipping.
- Keeping up to date on current customs and shipping requirements.
- Maintaining inventory of all raw material and finished product, shipping supplies, and floor stock products.
- Ensuring accurate inventory recording through regular cycle-counting.
- Pulling and labeling parts for kits to be assembled by production.
- Assembling specified sub-assemblies and final assemblies using the work procedure related to the product and parts provided in the kit that is detailed on the job order.
- Procuring inventory material and supplies required.

The ideal candidate will possess the following qualifications or equivalent combination of experience, education, and skills:

- Graduation with a Grade 12 high school diploma.
- Completion of (or intention to complete) related Material Control Coordinator courses (ie. supply chain), formal inventory control and/or warehouse training.
- Strong preference for experience with:
 - Computerized shipping and receiving systems; and/or
 - Proficiency with Enterprise Resource Planning/Material Requirements Planning (ERP/MRP) systems as well as proficiency with Microsoft Word
- Understanding of inventory systems and its impact on cost of goods.
- Obtained Safety & Health certificate, including WHMIS and Health and Safety 101.
- Ability to pay close attention to detail.
- Ability to adapt in a fast-paced environment and meet deadlines.
- Strong team player.
- Well-developed oral and written communication skills with internal and external clients.
- Analytical skills – must be decisive, detail oriented, and organized.
- Negotiation skills will be an asset.

Interested candidates may email a cover letter and resume to Careers@norscan.com

Visit us at www.norscan.com