

Job Description - Shipping Support & Product Assembly

**Title: Shipping Support & Product Assembly
(Business - Medical Equipment & Bathroom Accessories Manufacturer)**

Summary:

Primary responsibility is to provide essential support to our shipping department to ensure our “on time” delivery expectations to our customers are achieved. Working in an ISO certified environment the movement of components and finished goods must be accomplished in accordance with strict quality standards. This is a fast paced, mission critical, key position that directly impacts customer satisfaction.

Work Environment:

- **ISO13485**
- **Lean Manufacturing**
- **Purpose Driven, Core Values**

Job Responsibilities:

Shipping Support

- Complete any and all shipping, picking, packing, inventory checks as required
- Monitor inventory levels of products on a daily basis
- Work closely with Sales to manage, prioritize and pick product to fulfill customer orders and meet customer expectations for delivery dates and deadlines
- Maintain order picking accuracy and responsibility for complete and correct shipments to customers
- Print and process various documents; pick list, packing list, bill of lading using FedEx, UPS software
- Ensure shipping documents are properly completed and accurate
- Work with freight and courier providers to ensure shipping efficiencies and cost savings
- Assemble containers and crates, load outbound freight shipments
- Organize cross border and international shipments
- Work with product distribution centres for inventory fulfillment requirements
- Assemble and fill boxes and other cartons with products that need to be shipped
- Operate a forklift and pump truck safely

Product Assembly

- Move/handle a variety of large steel and wood parts using carts and pump truck
- Use a variety of hand and power tools; air stapler, power drill, banding machine, drill press
- Regular use of ladder and rolling stairs
- Kit up assembly jobs by pulling WIP (work in progress) parts from storage racking
- Final product assembly of medical equipment and bathroom accessories using sub-assemblies and other component parts (steel, plastic, wood)
- Box / package assembled parts to become a finished good that is shipped
- Exposure to chemicals and liquids (glue, isopropyl alcohol)
- **Performance expectations for time and quantity (fast paced)**
- General housekeeping

- Compliance with all safety guidelines
- Compliance with all HealthCraft policies and procedures

Desired Competencies:

- Physically fit
- Wears a “smile” and has a positive outlook on life
- Outstanding attendance and punctuality record, wants to be here
- Puts in a full day of work
- Demonstrates a keen attention to detail
- Critical thinker, problem solver
- Takes pride and ownership in a job well done
- Quick to learn
- Positive contributor to team attitude and corporate culture
- Flexible, adaptable, can go with the flow of things
- Team Player, great teammate
- Mechanically and technically inclined

Requirements:

- High School Diploma, GED or equivalent
- Basic computer skills
- Experience in order picking / fulfillment, shipping software
- Forklift license
- General manufacturing environment experience
- Knowledge of workplace safety
- Effective communication skills, English; verbal and written
- Safety Footwear

Work Conditions:

- Manufacturing Environment
- **Ability to lift objects up to 50 + lbs**
- **Must be able to lift, push, pull or carry objects**
- Job requires ability to work with a variety of hand and power tools
- Use of Personal Protection Equipment where applicable will be required (ear protection, respirator, safety eyewear, safety footwear)
- Regularly works near moving mechanical parts
- Requires good manual dexterity
- Excellent stamina is required
- Work in conditions of heat, humidity, dust, noise, repetitive tasks and hazards associated with a machine shop
- Long periods of time standing
- Team Culture; Core Purpose and Core Value driven culture
- < 50 Employees

Compensation:

- Paid Statutory Holidays, 9 Days
- Paid Vacation
- Paid HealthCraft Days (3)
- Paid HealthCraft Personal Days (3)
- Competitive Wage
- Employee Benefit Program; Health, Dental, LTD, Life Insurance
- HealthCraft Corporate/Culture Perks; Donut Days, BBQ's, Pancake Breakfasts, Pizza Lunches, Team Spirit Activities, Learning/Training Opportunities

About HealthCraft:

“HealthCraft Products” is an Ottawa based company that specializes in innovative home safety equipment. Established in 1994, HealthCraft designs and manufactures equipment that is inspired by the occupations of our three founders: a medical equipment retailer, an engineer, and an occupational therapist. This means our products are easy to use and install, adaptable, and highly conscious of how the human body moves. For more information about our products and how we help people continue to live independently in their homes, please visit www.healthcraftproducts.com

HealthCraft Core Purpose: Making Safety Better.

HealthCraft Brand Promise: The highest standard of design, innovation, function and quality.

HealthCraft Core Values:

New Day. New Ideas. It takes effort and persistence to improve every day, and it can be done. We are here to support your success.

Keep Giving. Keep Growing. Take time every day to help someone out. It won't go unnoticed.

Small Detail. Big Impact. The smallest detail can make the biggest difference. No matter what you're working on, finish strong.

Say Hello. And Then Some. People deserve the same attention as their work. Check-in with your team. Show them you care. See the difference it makes