

## **Job Description - Material Handler**

**Title: Material Handler  
(Business - Medical Equipment & Bathroom Accessories Manufacturer)**

### **Summary:**

The Material Handler's primary responsibility is to ensure the smooth and consistent flow of material throughout the manufacturing facility. Working in an ISO certified environment the movement of raw materials, components and finished goods must be accomplished in accordance with strict quality standards. The Material Handler position is a fast paced, mission critical, key position that directly impacts manufacturing productivity.

### **Work Environment:**

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

### **Job Responsibilities:**

- Physically receiving raw materials, hardware and components, validating quantities, moving them to their appropriate location and updating the ERP system
- Replenishing raw materials at the manufacturing work centers and moving finished parts to proper inventory locations or the next operation
- Managing inventory in the ERP system, ensuring accurate counts and locations, conducting cycle counts
- Preparing parts for shipment to subcontractors
- Ensuring the necessary quality checks are complete and validating system transactional activity
- Taking a lead role in 5S, using Lean Manufacturing techniques to improve everything
- Ensuring that all necessary jobs travelers are printed and at the proper workstation in priority order
- Participating in a daily production meeting providing input on manufacturing priorities and efficiency improvements
- Ensuring products are moved and stored in a manner that prevents them from being damaged while working with the team to improve these methods
- Troubleshooting and expediting the solution to any material availability problems with planner/scheduler and Plant Manager
- Maintain the forklifts
- General housekeeping
- Compliance with all safety guidelines
- Compliance with all HealthCraft policies and procedures

**Desired Competencies:**

- Diligent
- Decisive
- Organized
- Reliable
- Hard working
- Able to work in a physically demanding environment
- Keen attention to detail
- Good memory skills
- Positive attitude

**Requirements:**

- 3+ years of material handling experience
- Must have a Forklift license and demonstrated competency on a reach truck and counterbalance
- Able to lift up to 50 lbs, physically fit
- High school diploma, GED or equivalent
- Post-secondary education is an asset
- Computer skills and ERP system experience
- Good communication skills, English; verbal and written
- Safety Footwear

**Work Conditions:**

- Team Culture; Core Purpose and Core Value driven culture
- Manufacturing Environment
- Must be able to lift, push, pull or carry objects
- Physically demanding; standing for long periods of time
- Use of Personal Protection Equipment where applicable, will be required (ear protection, respirator, safety eyewear, safety footwear)
- Regularly works near moving mechanical parts
- Work in conditions of heat, humidity, dust, noise, repetitive tasks and hazards associated with a machine shop
- < 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](http://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