

MATERIALS CONTROL CLERK

LOCATION – OTTAWA, ON

STATUS – CONTRACT

Best Theratronics Ltd. is a Canadian company of TeamBest™. We became a member of the Best family in May 2008. We manufacture external beam therapy units and self-contained blood irradiators. We have created a new product line of cyclotrons (B14p, B35p and the B70p) for radioisotope production. The team brings with it a diverse range of knowledge from around the world. TeamBest™ is driven by one primary goal - to provide the best products and services to customers.

KEY RESPONSIBILITIES:

Under general direction, the incumbent will perform a wide variety of activities and functions supporting manufacturing, production planning and control, procurement and inventory control.

Responsibilities include:

- Responsible for maintaining/inputting data into the ERP database covering all aspects of the manufacturing process from Raw Materials to Shipment, which includes; Data entry of Bills of Materials, Inventory data, Costing data, Material requisitions and maintenance of work orders.
- Coordinates daily cycle count activities and performs reconciliations and inventory adjustments as required.
- Administers Supplier Qualification program, by monitoring that specified activities are completed as required.
- Performs other related duties as required.

SKILLS AND QUALIFICATIONS:

- College diploma in Inventory/Materials Management or equivalent required.
- The preferred candidate will have a minimum of 2-5 years related experience within a Manufacturing environment.
- APICS certification would be an asset.
- Must have a good understanding of MRP/ERP databases.
- Ability to perform with continuous attention to detail.
- Must have excellent interpersonal skills and the ability to work effectively in a team environment.
- Computer literate in Microsoft Excel and Word required.
- Excellent organizational skills and ability to handle multiple priorities and meet strict deadlines.
- Ability to adapt to changes in a fast-paced environment.
- Excellent English verbal/written communication skills essential

All applicants should apply in writing with a cover letter and resume to Human Resources:

Email: samschwisberg@theratronics.ca

NOTE: Only successful candidates shall be contacted for interviews.

RL - Jan 7, 2019