

**Summary:**

This hands-on position supports all Raw Materials Warehousing activities necessary to physically control inventory and to provide materials in a timely fashion to Production areas to ensure manufacturing continuity.

As a member of the Raw Materials Warehousing team, the Materials Delivery Route Operator will participate in the achievement of corporate and departmental goals, consistently demonstrate and encourage in others the organization's core corporate values and support Phantom's overall strategic vision.

**Department Structure:**

This position reports to the Materials Manager. Day to day tactical guidance will be provided primarily by the Materials Team Lead. Other positions reporting to the Materials Manager are: Materials Team Lead, Buyer, Quality Inspector, and Materials Receiver staff. There are no subordinates reporting to the Materials Delivery Route Operator position.

**Our Values:**

- To Speak the Truth
- To Pursue Excellence
- To Serve Each Other
- To Practice Stewardship

**Position Responsibilities:**

(include but are not limited to, the following)

**Verify**

- That all activities planned for the day are tracking to meet deadlines.
- That material deliveries to designated areas on the Production floor are conducted in a timely and accurate manner.
- That work being performed meets safety, accuracy, volume and quality standards.
- That all inquiries are prioritized and responded to in a timely manner, both internal and external.

**Tasks**

- Receiving of certain goods: as required, verify that the shipment is consigned to Phantom and conduct a piece count noting any damage of product to the waybill before signing. Report any variances to Purchasing.
- Once a shipment has been checked off and signed for by the Materials Delivery Route Operator, paperwork must be given to the Materials Receiver for receipt into our MRP system, and the goods must be located either into the QC Inspection area or moved directly into an approved storage location following FIFO protocols, and enabling stock rotation as required.
- Non-conforming materials must be documented and communicated to Purchasing and the Materials Receiver.
- Fulfilling routine tasks of forward filling materials to Production, removing scrap bins and supplying additional materials as requested.
- Adhere to Phantom's min/max triggers, visual triggers as well as the Production/Materials board to ensure the timely and accurate movement of materials to support Production

requirements.

- Ensuring that all materials destined for Production are properly recorded for accuracy of our inventory records.
- Standard warehouse activities will be expected of the Materials Delivery Route Operator on a daily basis.
- Adhering to Phantom's high standards, safe and efficient use of Forklift equipment will be expected of the Materials Delivery Route Operator at all times.
- Ongoing cleanup and housekeeping of materials area.
- Appropriate handover at end of shift to ensure continuity of supply to Production.

### **Support**

- Team Lead and Materials Manager: provide feedback daily on departmental status and escalate issues as needed.
- Production: provide timely responses to requests for materials and provide feedback on material specifications and known quality concerns.
- Purchasing: retain required documentation and communicate deviations to Phantom's accepted packaging and product quality specifications.
- Materials Team: Forklift support and forward filling activities as required.

### **General**

- Health & Safety: adhering to company policies, procedures, and legal requirements
- Human Resources: adhering to policies, procedures, and requirements
- Pursuit of Operational Excellence: continuously improving the demand driven flow of customer value
- Team and Personal Development: Participate in continuous improvement teams, job-related training, and personal development
- Other duties as assigned

Further, this position will collaborate with other staff on efforts such as improving safety, quality, implementing best practices and carrying out activities in the best interest of the organization.

### **Position Requirements:**

#### **General:**

- Uses sound judgement to evaluate and analyze information and effectively resolve issues.
- Excellent time management skills and sustained attention to detail.
- Sense of urgency and customer service oriented.
- Clear understanding of when to escalate issues.

#### **Communication**

- A skilled communicator with proficiency in all four English language skills: reading, writing, speaking, and listening.
- Mature, confident and comfortable in dealing with a variety of contacts at all levels.
- A keen understanding and respect of the need to maintain confidentiality of company information.
  
- Physical Requirements
- Sight: Vision correctable to within normal ranges is essential for observation, inspection, preparing documents, etc. Specific vision abilities required for this job include close vision,

- color vision, and ability to adjust focus.
- **Hearing:** Hearing correctable to within normal ranges is essential for normal conversations, receiving ordinary information, etc. Ability to communicate orally with customers, vendors, management, and coworkers is crucial. Regular use of telephones for communication is important.
- **Touch:** Use hands to finger, handle, or feel, reach with hands and arms. Good manual dexterity required.
- **Mobility:** While performing this job, the employee is regularly required to stand, walk, use stairs, sit, and kneel. The ability to remain in a stationary position as well as the ability to move about the office and plant is required. Using a computer while sitting for extended periods is common.
- **Strength:** heavy lifting is expected. The employee may occasionally lift and/or move up to 80 pounds.
- **General:** Must be capable of wearing personal protective equipment necessary to comply with government and company safety standards whenever engineered methods of reducing hazards or physical requirements cannot be reasonably accommodated.

**Academic Qualifications and Work Experience:**

- Forklift certification mandatory and First Aid certification considered an asset.
- Grade 12 or equivalent.
- Working experience in a warehouse and logistics environment.