



JOB POSTING

POSITION: Material Handler
STATUS: Full-time
LOCATION: Kohl & Frisch Limited (Richmond, BC)
REPORTS TO: Supervisor
DEPARTMENT: Supply Chain

Primary Role of This Position

Under the direction of the Supervisor or Lead Hand, the Material Handler, will be responsible for ensuring that product is put in its location in an accurate and timely manner.

The Material Handler shall ensure operations are compliant with applicable GMP standards as defined by GUI-0001 “Good Manufacturing Practices” and GUI-0069 “Guidelines for Temperature Control of Drugs Products during Storage and Transportation”.

Major Responsibilities

- + **Production:** Utilizing either an electronic or manual system, the Material Handler picks the correct product and quantity as specified in the order and puts it in the tote or box. S/he would notify the supervisor or lead hand where there is insufficient product on the shelves to meet the order, and ensures that proper housekeeping and guidelines are followed.
- + **Stock Duty:** The Material Handler moves the correct product and quantity from receiving or overstock to the pick location following label instructions.
- + **Shipping:** The Material Handler removes product from the line and puts it on the appropriate skid so that the product is delivered on time to the right destination.
- + Sorting totes by size
- + Loading totes into the de-stacker and lids into the lid machine
- + Sorting coolers, Styrofoam containers, and any incoming return items from these containers to the appropriate departments
- + Other duties as required to meet company objectives

Qualifications

- + Partial high school
- + Must be able to lift and move items weighing up to 60lbs
- + Must be able to walk and stand for up to 8 hours
- + Repetitive movement which could include bending and twisting
- + Ability to work in a fast-paced environment
- + Experienced at all stock-related transactions
- + Excellent organizational skills
- + Good communication skills
- + Good math skills and attention to detail
- + Previous warehouse experience is an asset

Hours of Work

Monday - Friday 2:30 PM – 11:00 PM

How to Apply

If you are interested in applying, please submit a cover letter and a résumé to: hr@kohlandfrisch.com.

Please ensure you specify the job title, **Material Handler**, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.