



## JOB POSTING

**POSITION:** Material Handler  
**STATUS:** Varied  
**LOCATION:** Kohl & Frisch Limited (Richmond, BC)  
**REPORTS TO:** Warehouse Supervisor  
**DEPARTMENT:** Supply Chain

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### Primary Role of This Position

The Material Handler is responsible for moving product and completing orders.

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

In addition to the main responsibilities above, the role will have different responsibilities depending on where the Material Handler works in the warehouse:

- + **Receiving:** The Material Handler off loads courier deliveries, checks the PO’s to determine if the product is for RX, OTC or Narcotics and separates the product onto different skids for processing by the Receivers and delivery to the three locations
- + **Put Away:** The Material Handler will get a request (label) to move product from the bulk area to the pick area. They then have to manually take the product out of the bulk area and take it over to the pick area. In every case they are scanning the product so that the system accurately shows what is in the bulk area and what is in the pick area
- + **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.
- + Other duties as required to meet company objectives

### Qualifications

- + Partial high school
- + One year of experience or less
- + Basic math skills and high attention to detail and accuracy
- + Strong communication, organizational and interpersonal skills
- + Ability to lift and move boxes weighing up to 50 lbs
- + Experience using RF gun is an asset
- + Familiarity with AS/400 system is an asset
- + Must be able to work with limited supervision

## **Available Shifts**

### **FULL-TIME**

Night: Sunday to Thursday, 9:30 pm to 6:00 am

Day: Sunday, 11:00 am to 7:30 pm and Monday to Thursday, 8:00 am to 4:30 pm

Afternoon: Monday to Thursday, 4:00 pm to 12:30 am and Friday, 2:00 pm to 10:30 pm

### **PART-TIME (16 HOURS GUARANTEED)**

Fridays, 12:00 pm to 8:30 pm and Sundays, 11:00 am to 7:30 pm guaranteed

Additional shifts available throughout the year and especially during the fall and winter seasons

## **How to Apply**

If you are interested in applying, please submit a résumé and related information.

In the subject line of your email, please ensure you specify:

- + the job title, Material Handler-BC
- + your shift preference
- + full-time or part-time

Please send all applications for this role to: [mroomes@kohlandfrisch.com](mailto:mroomes@kohlandfrisch.com).

*Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.*