



## MATERIAL HANDLER

### WHO WE ARE

As one of Manitoba's fastest growing companies, Smartrend Manufacturing Group (SMG), Inc. through our various divisions, is increasing safety in the school bus industry and reducing emissions in the electric vehicle charge systems arena. We work on exciting, patented, innovative technology that impacts our environment. What has remained constant throughout this compelling history of growth is our dedication to our customers, our team members, and to the values on which we built SMG:

- **People** – our team is what makes us special
- **Passion** – from our hearts and minds, demonstrated through our actions
- **Priority** – we put the customer first, everyday, in everything we do
- **Partnership** – with each other, our customers, and our suppliers

We offer a competitive benefits package in an environment that is supportive, respectful, and fun! Join an innovative, growing, and diverse organization where your voice matters.

### THE POSITION

Highly organized and detail-oriented, the **Material Handler** plays an integral role in ensuring material is available for the manufacturing team. You are comfortable with computers and have good reporting capabilities. Continuously looking to improve efficiency and reduce stock shortages, you can spot potential shortages. This individual has a “can-do” and “do-what-you-need-to-do” type attitude.

### HOW YOU WILL BE MAKING AN IMPACT

- ✓ Prepare orders by processing requests, pulling materials, packing boxes, and placing orders in delivery area.
- ✓ Supply production with raw materials based on production orders/BOMS/pick lists.
- ✓ Enforces inventory controls by collecting stock location orders and printing requests.
- ✓ Completes shipments by processing orders.
- ✓ Kit electronic components parts from various warehouse locations and deliver to the assembly teams.
- ✓ Perform incoming inspection on mechanical and electronic components.
- ✓ Take ownership of inventory control and management.

### WHAT SKILLS AND EXPERIENCE YOU REQUIRE

- ✓ Prepare orders by processing requests, pulling materials, packing boxes, and placing orders in delivery area.
- ✓ 5+ years of experience in a manufacturing environment (preferably in electronics manufacturing).
- ✓ Ability to lift 25 lbs.
- ✓ High school diploma, GED, or equivalent.
- ✓ Experience working with Netsuite ERP, an asset.
- ✓ Forklift Certification within 90 days of job entry date





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- ✓ Familiarity with ESD Handling is preferred.
- ✓ Strong organization skills.
- ✓ Experience with inventory control.
- ✓ Strong communication skills both written and verbal.

## THE BENEFITS OF BEING PART OF OUR TEAM

Share with us your passion and drive towards your career objectives, and we will provide an environment where your valuable contributions are rewarded and celebrated with professional growth and job satisfaction. We offer an attractive benefits package for our team members including:

- ✓ Competitive compensation package
- ✓ Group insurance plan with health spending account
- ✓ Paid Vacation
- ✓ Company paid shutdown from Christmas to New Years
- ✓ Matching RRSP program

*We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.*

