

Summary

This position is responsible for maintaining and distributing equipment, material, supplies, or tools, and compiling stock and inventory records for the storerooms.

Job Requirements

Primary Responsibilities/Essential Functions:

- Issues supplies from stock and records issues into ePAC inventory management system according to defined Standard Operating Procedures (SOPs).
- Receives all incoming materials and verifies accuracy of items received through physical count and forwards receipts to Inventory Controller.
- Marks identifying codes, figures, or letters on items received.
- Stores articles/supplies in bins, on floor, or on shelves, according to identifying information such as aisle, bin number and location of part number.
- Prepares cycle count of stock daily and reports discrepancies to the Inventory Controller.
- Examines daily stock count to verify accuracy to inventory and notifies the Inventory Controller of inventory adjustments to be made in ePAC.
- Compiles report on use of stock handling equipment, adjustments of inventory counts and stock records, damage to stock, and location changes.
- Identifies and locates parts and/or items needed by identifying part number or part name.
- Queries inventory system to identify correct part/item to issue or order.
- Identifies out of stock parts/items, records information, and forwards to Inventory Controller.
- Under the direction of the Inventory Controller run daily Purchase Requests.
- As directed by the Inventory Controller, assigns part numbers and locations for new items to be kept in inventory.
- Records returned or unused items back into the inventory system.
- Requests from suppliers RMA information, completes paperwork and schedules transportation of materials & equipment, either returning or going out for repairs.
- Schedules and arranges for courier service shipments from the Plant.
- Responsible for the cleanliness/Five S of the area assigned.
- Knows and observes Plant Safety work procedures and rules, Environmental Practices and GMP guidelines.
- All other duties as assign.

Experience: Minimum of 2 years of inventory/shipping experience, within a manufacturing plant.

Education:

- High school diploma
- Trained in computer maintenance management system (CMMS)
- Valid driver's license
- College Diploma/certificate for parts management technician would be considered an asset.

Maintenance Storeroom/Shipper

Why Work for LDC?

Our company is a key player in developing, advancing, and modernizing the entire food supply chain. We are always looking for creative, forward-thinking problem solvers who are passionate about their role in the global food economy.

LDC is a company with strong values and high standards that makes a real difference in the world. We are committed both to sustainable business practice and to the well-being and personal advancement of our diverse workforce.

How to Apply

Tell us about yourself and your interest in this opportunity! Please forward a cover letter and resume highlighting relevant skills and experience. Upload your documents in confidence to Aurielle.Bleau@LDC.com.