

Material Coordinator

At Angstrom Engineering, we sell industry-leading, custom designer thin film deposition systems that are assembled on-site by a team of engineers and technologists who prioritize quality, service, and performance above all else. We are proud to manufacture the tools that allow a wide variety of researchers and development teams in world-class labs across the globe to engineer new nano scale technologies.

We are a growing company looking to break into new markets and to increase our international presence. To assist us in meeting our goals we are looking for a Material Coordinator to join our team.

SPECIFIC RESPONSIBILITIES:

Receiving:

- Receive shipments and sign paperwork upon receipt
- Unload packages from incoming trucks, inspecting contents to ensure they are undamaged
- Verify packages according to order and invoices (quantity, quality, price etc.)
- Label deliveries and allocate them to their designated location.
- Ship out Weldments and Sub-Contracting Parts as required to Vendors
- Pick, pack, and prepare product to be shipped out and call carriers for pick-up.

Inventory Control:

- Create and organize project build carts; pull inventory for manufacturing jobs.
- Maintain the inventory area and tracking inventory level; return unused Inventory items after completed jobs.
- Maintain boneyard inventory location.
- Load and unload product using a forklift.
- Back up for the Shipper - Package and ship outgoing product. Prepare shipping paperwork and coordinate shipment with courier. Parts and component packaging and labelling
- General assistance in other areas of the shop as required.

QUALIFICATIONS OVERVIEW

- Valid tow motor certificate is an asset
- Demonstrated time management and organization skills to handle multiple priorities.
- Must be well organized and able to work with minimum supervision
- Prior experience in logistics including shipping, receiving, and inventory control systems.
- Manual dexterity and the ability to perform repetitive tasks is required.
- Must have ability to safely lift up to 40 lbs. on a frequent basis.
- Beginner to intermediate proficiency with Microsoft Excel

- Post-Secondary education in Supply Chain Management

ADDITIONAL INFORMATION:

Angstrom Engineering is an agile and growing business with a workforce of exceptional people. We have been in business for 30 years and make leading edge and interesting equipment for the field of nanotechnology. We offer flexible hours and a competitive compensation package including benefits.

Angstrom Engineering welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.