



Position: Reciever
Location: Ayr, Ontario (Near Cambridge, Kitchener/Waterloo)
Hours of Work: Monday to Friday 2:00pm-10:00pm "B Shift"
Benefits: Comprehensive Health and Dental, Pension Plan, Course Reimbursement Program and many others.

Bend All Automotive Incorporated (BAA) is a leading supplier of Automotive Components and Automation Tooling Equipment. BAA supports customers worldwide with leading technology through product design, prototyping, product validation, tool building and a flexible streamlined manufacturing process. Our expertise is not limited to standard forming techniques, but entails the utilization of synchronized manufacturing systems that provide our customers with cost effective and mistake proof solutions.

We are always seeking talented, motivated people to help us grow. We are proud of the quality and workmanship of every part we supply to our customers. Above all, we value our team members because they are the foundation of our success and key to our future.

The position of **Receiver** is responsible

Primary responsibilities/accountabilities:

- Operate fork lift to unload trucks and receive raw material on a daily basis
- Receive incoming material ensuring proper documentation (packing slips, material certifications) are included
- Record receiving information in ERP system and receiving log
- Perform cycle counts as directed by Supervisor, and accurately record cycle count information on record provided by Supervisor
- Move material to quarantine area as directed
- Relocate received material into Raw Material racking, maintaining organization and FIFO
- Maintain organization and cleanliness of the plant in accordance to the 5-S program
- Assist Material Handler and Shipper as required
- Participation in monthly and year-end inventory counts

Qualifications (education & skills required):

- Grade 12 education (or equivalent) required
- 1 year experience working in a manufacturing environment
- Valid Fork Lift license, demonstrated adherence to forklift safety policies

- Working knowledge of TS16949
 - Ability to work independently, willingness to learn, display initiative
 - Excellent communication skills; both verbal and written
 - Demonstrated working knowledge of Microsoft Outlook
 - Experience with computerized inventory management systems
 - Excellent Organizational/Time Management skills
 - Strong computer skills, capable of working with email, ERP Software platform
 - Driven and self directed
 - Detail oriented.
 - Strong multi tasking skills to effectively manage priorities.
 - Ability to exercise sound judgment
 - Sound organizational skills.
 - Strong interpersonal skills.
 - Customer focus.
 - Sense of urgency.
 - Ability to work in a team environment.
 - Excellent Time Management skills
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We look forward to meeting qualified candidates for this opportunity and encourage those who are interested to submit a resume, outlining salary expectations, to Human Resources, email: careers@bend-all.com

Only candidates that are suitable for this role will be interviewed. Thank you for your interest in wanting to join a strong and committed team of professionals.

www.bend-all.com

PLEASE QUOTE JOB TITLE IN SUBJECT LINE