

SUPPLY CHAIN ASSISTANT

Responsibilities

- Follow up with vendors on outstanding purchase orders to meet the due date.
- Receive incoming goods.
- Inspect goods according to required specifications.
- Distribute goods to internal users.
- Verify outgoing parts are ready and properly packed.
- Generate shipping documents and customs documentation as required.
- Arrange shipping and pick-up with the transportation companies.
- Performs monthly and yearly inventory counts.
- Create purchase orders to replenish internal supplies.
- Maintain and improve the Supplies Kanban System.
- Any other task as required.

Education

- Completion of Grade 12 with relevant experience in Supply Chain.
- Business or Supply Chain post-secondary education(preferred)

Skills and Qualifications

- Supply chain experience in a manufacturing environment: 2 years.
- Experience with ERP / MRP: 1 year.
- Basic knowledge of metal and plastic materials.
- Forklift experience is an asset.
- Intermediate knowledge of MS Excel.
- Experience with document control and part number management.
- Familiar with the concepts of Lean Manufacturing or Just-In-Time.
- Familiar with the purchasing process and purchase orders.
- Ability to work in a small team and a fast-paced environment.
- Strong communication skills.
- Highly organized and able to work well under pressure.
- Customer service oriented.
- Attention to detail.
- Ability to lift 40 pounds.
- Ability to stand for prolonged periods.

Benefits

- Casual dress
- Company events
- Extended health care
- Paid time off
- Tuition reimbursement



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RESUME TO**

info@rainhouse.com

Schedule

- 8 hour shift
- Monday to Friday

**Only applicants shortlisted
will be contacted.**

Salary

Up to \$55,000.00 per year

Job Types: Full-time, Permanent*

*Reliably commute or plan to relocate to Victoria, BC before starting work (required).