



## Material Coordinator

Are you looking for a great job opportunity? Do you want to work for an innovative company that will invest in your potential? Welcome to HyLife; Canada's leading pork producer. HyLife creates limitless opportunities for passionate individuals in a global business setting. Our growing company is searching for top talent to join our team in the role of **Material Coordinator**, reporting to the **Killarney Distribution Center Supervisor**. This opportunity is located in the community of **Killarney**.

Your days will include:

- Supporting Maintenance Department by picking parts for work orders
- Supporting Procurement Team with data entry and other administrative tasks
- Data entry for Microsoft GP system to document and control store inventory
- Receiving items and putting away materials into proper bin locations
- Advising and following up with appropriate personnel for special order items
- Picking customer orders and scanning items out of the store
- Performing cycle counts and spot counts
- Assisting with inventory variance investigations
- Maintaining a high level of customer service
- Operating forklift
- Other tasks as assigned

To succeed in this role, you possess:

- A valid driver's license
- Grade 12 Education or equivalent
- Strong computer skills, including Microsoft Office
- Good organizational skills and accuracy
- High attention to detail and ability to multi-task
- Solid communication and interpersonal skills
- Ability to work independently and on a team
- Highly motivated
- Ability to do physical labour and operate machinery
- Accounting and data entry experience are assets
- Mechanical aptitude and/or parts store experience are assets

If you thrive on new experiences and want to be a part of a team with international reach, apply today at <http://hylife.com/current-opportunities/>

HyLife has an accommodation process for employees with disabilities. If you require a specific accommodation during your employment because of a disability, please contact [Jobs@hylife.com](mailto:Jobs@hylife.com). An HR representative will be in touch with you as soon as possible. Reasonable accommodations will be determined on a case-by-case basis and our accommodation policy can be forwarded upon request.

**Your future starts now!**



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