



## POSITION OPPORTUNITY

If you are interested in applying for the following position, or would like more information, please contact Human Resources.

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**POSITION:** EXPEDITOR  
**LOCATION:** MANITOU  
**HOURS OF WORK:** MONDAY – FRIDAY 7:00AM to 3:30PM  
**REPORTING TO:** MIKE FISCHER, TEAM LEADER &  
MIHAI CONSTANTINESCU, PLANT MANAGER

### RESPONSIBILITIES:

- Expedites all parts, supplies and units through manufacturing at the Manitou facility (includes Ahrens parts). Expedites shortages of first half components to meet 2<sup>nd</sup> half schedules.
- Continuously collaborates with 2nd half Expediting to ensure 98% on-time delivery performance is achieved.
- Flags and expedites shortages of 1<sup>st</sup> half raw materials from Ahrens, Stratford and purchasing suppliers to ensure compliance with 2<sup>nd</sup> half completion schedules.
- Advises Supervision and Plant Management of all situations that pose a “risk” to schedule. Follows up on every unit every week.
- Labels and flags material that is late for production utilizing existing systems established.
- Incorporates systems that visually identify status of units on the floor.
- Keeps track of specials and hot orders so that they are processed on schedule. This includes ensuring priorities are highlighted to Team Leaders until orders are complete.
- Sorts routers for laminates and wood kits as received, and notifies Team Leader in the Press room and Machining on orders ready to process.
- Prioritizes rework parts and assist processing them through Selco /Veneer Room/Press/Machine Room, using available salvage material.
- Performs all responsibilities/services in accordance with company Quality Assurance procedures and safety practices.

### QUALIFICATIONS:

- Grade 12 education plus related college courses in inventory control and/or scheduling.
- One to three years previous production and/or expediting experience.
- Must be organized and have the ability to handle multiple tasks and troubleshoot any challenges that may arise.
- Proficient in Microsoft Office with ability to update reports on an ongoing basis.
- Familiar with web-based databases and DOS systems. Ability to learn PD MAIN.
- Hands on experience operating woodworking equipment as well as product knowledge a definite asset.

**LEVEL:** 8

**Rate:** \$19.11

