



Racking System Coordinator

About the Company

Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

What We Offer

The opportunity to build and grow a progressive company, competitive wages, and extended health benefits.

What We Look For

Curiosity, commitment to learning, and a winning mindset.

About the Role

Reporting to the Warehouse Supervisor, the Racking System Coordinator is responsible for ensuring the accurate and seamless processing of product transfers to and from the racking system. They ensure the well-functioning of the racking system by regularly communicating with contractors, as well as maintaining and ensuring the accuracy of the racks inventory record – at times involving repetitive heavy lifting and use of equipment, e.g., lift truck, forklift, etc. Inventory management is also an essential function in this position, as well as providing with support for the ERP system.

Job Requirements

Applicants must be legally entitled to work in Canada and have strong English language skills. The ability to read and understand written English and communicate in English both spoken and in writing is a requirement of the job.

- **Education:** High school diploma or GED equivalent required; Bachelor's degree preferred
- **Certification:** A valid Forklift Certification, or willing to be trained
- **Experience:** 1 to 2 years of warehouse/shipping/receiving experience, especially in a food factory will be an asset



- Advanced written and oral communication skills in English and Mandarin/Simplified Chinese considered an asset

Key Duties and Responsibilities

- Champion safe work culture, work to improve safety, and adhere to all company procedures
- Follow all warehouse policies and standard operating procedures (SOPs)
- Train workers in job duties, safety procedures and operating procedures for the racking system: ensure all workers entering the racking area are authorized to do so and have the required certificates
- Requisition supplies and materials
- Ensure smooth operation of computer systems, equipment and machinery and arrange for maintenance and repair work with either contractors or Engineering
- Perform all shipping, receiving, and inventory operations, using WMS, ERP, or spreadsheet
- Coordinate with different departments and ensure on-time dispatch and transfer
- Carryout all product loading and unloading tasks, using forklifts or hand pump cart
- Receive and process new inventory, ensuring contents match documentation
- Inspect receivables for defects, damages, or missing items
- Move and transfer products between various sections of warehouse, as needed
- Perform detailed inventory counts
- Ensure warehouse tools and equipment are kept clean and in working order
- Report any equipment malfunctions or issues to department supervisor
- Work with other warehouse team members to effectively complete assigned tasks
- Communicate and provide with assistance to the racking system maintenance team (contractors and on-site engineers) to ensure its safe operation
- Maintain the inventory records of the racking system and ensuring its accuracy
- Assist on the development of training and procedures for the racking system
- Train other operators on the use of the operating system of the racks, including troubleshooting
- Gain knowledge and provide with assistance to the racking system troubleshooting
- Occasional off-hours on site or off-line assistance may be required
- Work on the data entry and trouble shooting of the ERP system
- Other duties may be assigned



Working Conditions

Canada Royal Milk is a 24 hour a day, 7 days a week manufacturing operation. Working hours may vary and include days, evenings, weekends, statutory holidays and potentially over-night work.

Working conditions are normal for a warehouse of manufacturing environment and include:

- Indoor and some outdoor work, under a variety of weather conditions
- Approximately 50% of the office work and 50% warehouse operation, including fixing the racks, and eventual loading, unloading, and moving shipment
- Lifting up to 27kg when required
- May be required to use harness and climb high, restricted areas
- Using safety equipment, such as (but not limited to): safety boots and reflective vest
- Loose fitting clothes, and jewelry are not permitted

Covid-19 Vaccination Policy

The health and safety of our employees and customers is a top priority for Canada Royal Milk. Therefore, applicants will only be considered who are fully vaccinated, subject to human rights considerations and recognized medical exemptions.

Commitment to Diversity & Inclusion

We strive to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us at careers@canadaroyalmilk.com.