

PhiBer Manufacturing

JOB DESCRIPTION

July 23, 2025

POSITION TITLE: Material Handler/Kit Assembly

SUMMARY OF THIS POSITION

Under the supervision of the Production Supervisor, the incumbent will work individually and with a team to make and deliver kits to the production departments for all PhiBer products.

LOCATION:

The job will be carried out on site in Building A of PhiBer Manufacturing, 108 New Hope Drive, Crystal City, MB ROK ONO.

OUTLINE OF DUTIES

- Retrieve drawings to make kits
- Identify and organize parts
- Deliver kits to production department
- Take stock and report shortages to the necessary communication lines

Perform other related duties as requested.

SKILLS AND KNOWLEDGE

Basic Knowledge

The position requires the incumbent to have knowledge of, and experience with:

- General power tool usage
- Organization skills
- Prioritization skills
- Self-motivated
- Team oriented

The ability to communicate well both orally and in writing is required.

Comprehension and Judgment

The work requires the ability to solve problems and to make independent decisions on a daily basis. Errors in decision making may cause loss and inconvenience to customers as well as the flow of production.

CONTACTS

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

PHYSICAL

Physical effort is required in carrying out related duties such as walking, lifting and moving as the product is prepared for production. The position requires the use of heavy equipment such as forklift, and loaders – training will be provided.

TRAVEL

N/A

REMUNERATION

This position would be an hourly position.

- Wage dependent upon experience and skill.

BENEFITS

This position would have access to

- Health – Comprehensive, includes vision care
- Dental – Basic coverage
- Retirement – Matching DPSP or TFSA, 2-year vesting period
- PPE benefits - \$300/year for full-time employees
- 2 (two) weeks of paid vacation per year