

PhiBer Manufacturing

JOB DESCRIPTION

January 29, 2026

POSITION TITLE: Inventory/Warehouse Staff

SUMMARY OF THIS POSITION

The incumbent will work individually and with a team to ensure proper and efficient receiving, organization and dispatch of goods in the warehouse. Additionally, they will work to support the production departments by ensuring safe transportation of production materials.

The hours for this position are Monday – Thursday, 7:00 AM – 5:30 PM (40 hours/week)

LOCATION:

The job will be carried out at PhiBer Manufacturing, 108 New Hope Drive, Crystal City, MB R0K 0N0.

OUTLINE OF DUTIES

- Receiving
 - Safe receiving of goods from vendors and suppliers.
 - Ensure that purchase orders (POs) match parcels received.
 - Correspond with Supervisors to ensure that POs match parcels received.
- Inventory Management
 - Keep records of stock and communicate shortages to the appropriate departments.
 - Safe organization of parts and stock.
 - Safe usage of warehouse equipment such as loaders and forklifts.
- Kitting and Material Handling
 - Retrieve drawings for kit assembly.
 - Transportation of goods and kits to production departments.

Perform other related duties as requested.

SKILLS AND KNOWLEDGE

Basic Knowledge

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

- Organizational skills.
- Accurate record-keeping.
- High attention to detail.
- Self-motivation.
- Team-oriented.
- Time management and prioritization.

The ability to communicate well both verbally 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

The position requires long hours of standing and walking. Physical effort is required to carry out work-related duties such as lifting heavy items and moving parts for organization.

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