



PO Box 1420, 140 Service Rd
Indian Head, SK S0G 2K0
Phone: 306.695.2460
Fax: 306.695.2666
valeindustries.ca

POSITION OVERVIEW			
POSITION TITLE	Warehouse Kitter/Assembler	DEPARTMENT	Corporate
REPORTS TO	Production Supervisor	VERSION AND DATE	V1 29FSEPT21
TERM TYPE	Permanent Full-Time	LOCATION	Indian Head, Sk.

About VALE:

Vale Industries Ltd is a manufacturer of engineered products and equipment for the agricultural, aggregate, mining, and related sectors. With roots in steel manufacturing going back 30 years, Vale knows how to deliver solid solutions and exceptional value for our customers. Our management team has over 150 years of practical, hands-on experience in engineering, manufacturing, and business management, focused on leading Vale's next phase of strategic growth. At Vale, we uphold a high standard of quality, integrity, and safety to demonstrate our commitment to our employees, customers, suppliers, and community.

Job Summary:

Our growth plans require the addition of a warehouse kitter/assembler in a full-time capacity, packaging our parts with the utmost care and accuracy. This position requires a great attention to detail with the ability to manage multiple demands at once. If you are a super organized person and love providing your customers with top notch service, this position could be for you.

Duties and Responsibilities:

- Accurately pick parts into kits and packages for downstream customer (internal)
- Provide timely delivery of parts and materials as required to meet production schedule
- Performs cycle counts daily and help maintain correct inventory levels for various materials
- Ability to work in a fast-paced environment
- Ensure Receiving accuracies on all materials
- Work independently without being advised by Supervisor
- Perform and complete inventory count discrepancy investigations
- Ability to move, push, pull, lift, and climb a ladder
- Responsible for retrieving and stocking materials in the warehouse in support of Kitting operations to ensure uninterrupted production flow in support of the Production Schedule



PO Box 1420, 140 Service Rd
Indian Head, SK S0G 2K0

Phone: 306.695.2460

Fax: 306.695.2666

valeindustries.ca

Education and Qualifications:

- Some engineering or business training an asset
- Grade 12

Knowledge Areas and Experience:

- Kitting or assembly experience in a steel manufacturing environment
- Self-motivated/Self-starter
- Detail-Oriented

What Vale Offers:

- Meaningful work with a team of motivated individuals at a growing manufacturing company
- High standards as demonstrated in the quality of our products
- Opportunities for growth and development

Compensation:

- Competitive salary
- Extended Health, Dental, Disability and Life Insurance
- Company matched RSP

*To apply for this position please submit your resume and cover letter via email to Human Resources at VALE Industries.
hr@valeindustries.ca*