

## Material Handler / Shipper-Receiver

### Company Overview:

The Look Company specializes in providing world-class visual engagement solutions for sport, retail, and commercial clients around the globe. We are a high-energy, fast-paced organization that thrives on innovation, collaboration, and results. As we continue to grow, we are looking for a driven individual to help lead our production efforts and support our expanding operations.

At The Look Company, we value creativity, teamwork, and a can-do spirit. We offer the chance to grow with a global company that rewards initiative, supports professional development, and fosters a culture of belonging and excellence.

**Position Overview:** Full-time, permanent

**Hours of Work:** Monday to Friday, 8:00 am – 4:00 pm

**Location:** On-site

**Reporting To:** Shipping & Packaging Manager

**Role Status:** This is a newly created position

We are seeking a highly independent and self-motivated Material Handler / Shipper-Receiver to join our team. This role requires someone who can take initiative, think ahead, and manage their own workflow with minimal supervision. You will be responsible for the efficient movement of materials through the facility, including shipping, receiving, kitting, and supporting our fabrication department with hardware kit assembly.

Strong computer skills, excellent communication, and meticulous inventory management are essential to success in this role.

### Why Join Us:

We are a people-first organization that values respect, fairness, and open communication. Our team enjoys a supportive environment, opportunities for growth, and leadership that genuinely cares about staff wellbeing. We celebrate achievements, encourage feedback, and create a workplace where everyone feels valued and empowered to succeed.

### JOB DUTIES (INCLUDE AND ARE NOT LIMITED TO):

- Receive, inspect, and verify all incoming materials and supplies.
- Accurately pick, prepare, and package materials for outgoing shipments.

- Assemble material kits for shipment, ensuring all components and documentation are complete.
- Work closely with the fabrication department to build and prepare hardware kits as needed.
- Maintain accurate inventory records, including counts, adjustments, reports, and system updates.
- Utilize computer systems, spreadsheets, and inventory/ERP tools to track materials and data.
- Communicate proactively with internal teams regarding material availability, delays, discrepancies, or urgent needs.
- Operate material-handling equipment such as forklifts, pallet jacks, and carts (certification an asset).
- Maintain a safe, clean, and organized work environment. The environment is fast-paced with shifting priorities.
- Prioritize tasks independently to meet deadlines and support operational flow.

#### **REQUIRED QUALIFICATIONS & SKILLS:**

- Previous experience in material handling, warehouse operations, or shipping/receiving.
- Strong computer skills, including experience with inventory or ERP systems.
- Excellent communication skills—clear, professional, and reliable.
- Exceptional inventory management abilities and attention to detail.
- Highly self-motivated with the ability to work independently and problem-solve.
- Experience with kitting, assembly, or fabrication environments is an asset.
- Ability to lift up to 50lbs, stand for extended periods, and perform repetitive tasks.

#### **BENEFITS:**

- Company paid extended health care & dental plan (after 3 months)
- Wellness program
- Company events
- Casual dress
- On-site parking
- PPE supplied

*We believe a diverse workforce makes a difference. We are an Equal Opportunity Employer. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.*

If you are interested to learn more or in applying for this position, please apply through our

The **LOOK** Company®

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