



POSITION AVAILABLE - MATERIALS COORDINATOR

Materials Coordinator

IGPC Ethanol Inc. is accepting resumes for a Materials Coordinator position. The successful candidate will report to the Controller or designate.

The Materials Coordinator will oversee all in-bound corn receiving activities to support continuous Plant operations with a focus on ensuring accounting activities are in accordance with in-bound corn orders and purchases.

The Materials Coordinator will support IGPC's Finance, Commercial, and Shipping Receiving Teams in a busy manufacturing environment in support of production, quality, safety, and customer service goals. The successful incumbent will ensure positive interactions with IGPC employees, customers, vendors, and visitors at all times.

Minimum Qualifications and Skills:

- Must be a minimum of 18 years of age.
- Must possess a post-secondary education in an Accounting, Logistics, or have experience in a related field.
- Demonstrated:
 - effective communication and organizational skills,
 - ability to provide efficient and professional service,
 - strong attention to detail and displays a high level of accuracy,
 - effective communication and organizational skills,
 - teamwork and problem-solving skills, and
 - proficiency in all forms of written communications.
- Proven positive attitude.
- Excellent multi-tasking, organizational and work prioritization skills.
- Fluent in the use of Microsoft Word, Excel, and Outlook.

IGPC Ethanol Inc. provides equal employment opportunities without regard to race or colour, national or ethnic origin, religion, age, family or marital status, sex (including pregnancy or childbirth), disability (either physical or mental), or sexual orientation. Accommodations are available on request for candidates taking part in all aspects of the selection process.

All interested candidates must submit a resume to resumes@igpc.ca no later than October 4, 2021.

If you are interested in viewing a complete copy of the Materials Coordinator job description, please contact Human Resources.

Please reference "Materials Coordinator" in subject line.

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