Materials Lead

Type: Full-Time, $42-45/hr
Location: Acheson Alberta (west of Edmonton)
Days: Monday to Friday

Rozen Steelworks is a leading industrial fabrication shop in Alberta, specializing in complex, large-scale structural projects for critical sectors like the oil sands, mining, and infrastructure. We pride ourselves on precision, quality, and an unwavering commitment to our clients and team, providing comprehensive solutions, including specialized fabrication for tailings management.

Job Summary:
Rozen Steelworks is seeking a motivated and detail-oriented Materials Lead to oversee materials verification. This individual will be responsible for inventory and reporting, as well as working with the Document Control and QC teams. The ideal candidate will be organized, technically knowledgeable, and great at communication between shop and office.

Key Responsibilities:

- Material verification. Verify mill test reports and material conformity to purchase orders, client specifications and applicable code.
- Verify size, schedule, material grade, heat number and confirm the quantity received is correct to the purchase order.
- Ensure all pertinent information related to traceability is transferred to materials at time of inspection.
- Prepare and disseminate materials receiving reports.
- Scan material testing reports (MTR's), packing slips and other supporting documents to include with material receiving reports.
- Maintain OS&D forms and log to keep track of material issues with vendors.
- Work with Document Control and Inspection team to ensure positive flow of materials to the project team.
- Provide help with Inventory management of materials.
- Maintain accurate inventory records in company ERP.
- Providing expertise in integrating existing information management tools with other applications (SharePoint, Excel, Word, Bluebeam, etc.)
- Support Document Management by reviewing MTR’s prior to issuing material.
- Support supply chain by reviewing PO’s to ensure correct material is ordered.
- Utilize reporting methods to effectively communicate the progress of material verification.

Skills and Qualifications:

- Material Engineering Technology diploma or comparable education an asset.
- Strong understanding of the materials required for pipe and structural fabrication needed.
- Ability to work independently and with minimal supervision.
- Strong computer skills are required with proven proficiency in Microsoft Office Suite, OneDrive, Teams, SharePoint, Knowledge of ERP Workflows an asset.
- Experience with Microsoft Business Central ERP is considered an asset.
- Experience working in structural and/or pipe fabrication related industry.
- Motivated team player, able to work with team members to meet deliverables.
- Excellent analytical, interpretive, organizational, and problem-solving skills.
- Ability to handle a high workload, short timelines, and high impact activities.
- Ability to prioritize and manage multiple assignments and meet established deadlines while managing project's requirements.
- Exceptional communication skills (both written and oral).
- Excellent people skills with an ability to share experience and knowledge with others is required.
- Possesses keen attention for details.

Benefits:

- Dental care
- Extended health care
- Life insurance
- On-site parking
- RRSP match

Why Join Rozen Steelworks? At Rozen Steelworks, we offer a challenging yet supportive environment where your hard work and desire to learn will drive your career growth. Join a team built on grit, ownership, well-being, and adaptability as you contribute to cutting-edge fabrication solutions for critical industries.

To Apply: Interested candidates are invited to submit their resume and cover letter detailing their academic background and relevant experience to careers@rozensteelworks.com. Please include "Materials Lead" in the subject line.

ROZEN STEELWORKS

CRAFTING EXCELLENCE

FUSING QUALITY WITH PRECISION