



## Position Description

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<b>Position</b>	<b>:</b>	<b>Shipping &amp; Quality Specialist</b>
<b>Department</b>	<b>:</b>	<b>Operations/Production</b>
<b>Location</b>	<b>:</b>	<b>Neo Performance Materials (NPM), ULC, Peterborough, ON</b>
<b>Reports to</b>	<b>:</b>	<b>QHSE Manager</b>
<b>Date Prepared</b>	<b>:</b>	<b>October 2023</b>

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### General Accountabilities:

Reporting to the QHSE Manager and working closely with the Production Managers/Coordinators, the Shipping & Quality Specialist is responsible for planning and organizing shipping/exports, ensuring effective product packaging, TDG compliance, receiving/imports, and supporting quality systems related to the continuous operation of Neo Performance Materials Peterborough's World-Class Recycling, Recovery, Upgrading and Manufacturing Processes. This includes but is not limited to coordinating imports of incoming hazardous raw materials for recycling (GaAs scrap), organizing product shipment and export (usually TDG, gallium being the primary product) to customers, and supporting a robust and effective Quality Management System (QMS, ISO-9001). When requested, this role may also directly support production activities related to High Purity Gallium.

As with all employees, they have a responsibility to support Neo's health and safety, environment, productivity, and quality priorities, and all associated KPI's.

### Specific Accountabilities:

This position is delegated the lead person responsible for coordinating all shipping and receiving operations and plays an important role in supporting the ISO-9001 Quality Management System.

Other key functions include:

- Preparing all shipping paperwork including packing lists, commercial invoices, shippers' declarations.
- Ensuring shipments are audited and documented in accordance with requirements.
- Continuously work/negotiate with freight carriers to ensure the best pricing/value is being realized for Neo (multiple quotes in advance / timely follow-up on billing disputes, etc.).
- Coordinating dispatch of shipments to customers.
- Leads weekly Quality meetings with HP Ga leadership team and tracks actions to completion.
- Proactively check inventory status of key consumables, ensuring inventories of all packaging materials are maintained above critical levels, and perform purchasing of materials as required.
- Collaborate with QHSE Manager and Production Coordinators to ensure QMS Logs are completed accurately, on-time, and are free of non-conformances.
- Initiate and oversee CAR/PAR reports related to shipping processes as required to address non-conformances if they arise.
- Ensures adherence to Company Quality goals and performance objectives.
- Constructively resolves work problems where they arise and recommends measures to improve productivity and quality of results.
- Works in compliance with all Administrative, Health & Safety policies and procedures as per legislative requirements and as outlined in Company policies.
- Authors/updates SOP's/Work Instructions (WI's) as required.
- Close collaboration with other Departments as required.
- Other responsibilities as assigned by QHES Manager.

***Extended hours and shiftwork can be expected in this position.***

**EDUCATIONAL BACKGROUND, SKILLS & EXPERIENCE REQUIRED:**

In addition to a post-secondary education in a relevant field, this position requires a results-oriented, highly self-motivated individual with practical TDG shipping and QMS experience.

Must have a strong background in TDG shipping (specific commodity / material not important). Experience with foreign shipping by Air/Sea required.

Must be familiar with organizing shipments via carriers such as FedEx, UPS, Purolator, etc., including carrier specific software programs.

Demonstrated experience working within a Quality Management System structure, such as ISO.

High attention to detail, understanding of the importance of accuracy of documentation, logs, etc.

Excellent written and oral communication skills required.

Strong understanding of QHSE programs and compliance.

Proficient in MS Office (including Word, Excel, Outlook).

Passionate about their work, results focused, and possessing high energy to tackle challenges.

Ability to work both independently and to work well with others providing advice and assistance to colleagues and multi-tasking sometimes under time constraints.

Strong organizational skills with a pro-active approach and willingness to learn.

Strong problem-solving skills and a strong attention to detail. Solution oriented with the ability to see the overall picture of the problem.

**Work Setting Conditions and Physical Capabilities**

Industrial inorganic chemicals plant

Noisy, odorous

Neo Performance Materials offers accommodation for applicants with disabilities in its recruitment process. If you require accommodation during the selection process or an accessible version of a document/publication, please contact the Human Resources Manager ([hr@neomaterials.com](mailto:hr@neomaterials.com)).