

Description:

- **Branch:** Oakville

Job Summary: Position involves repetitive lifting of heavy inventory, maintaining and organizing the warehouse space, loading and unloading of shipments, using warehousing equipment and tools, and assisting other personnel with their job tasks as needed.

Regular Hours of Work: Monday to Friday 8 am to 4:30 pm with occasional weekends

Key Work Activities:**Shipping and Receiving**

- Perform heavy lifting and moving of various materials weighing up to 50 lb. manually or with assistance of lifting devices
- Receive shipments, unload, organize, and sort inventory into designated areas
- Process, package, and ship out orders according to specified timelines
- Update checklists to ensure the accuracy of inventory levels
- Update the Warehouse Management System to ensure the integrity of information, for efficient use in tracking inventory levels and stock locations
- Verify and fill shipment invoices with orders
- Organize, stack, and package material for shipping or transfer to other locations within the warehouse
- Load and unload materials using warehouse equipment and forklifts
- Work in a repetitive, fast-paced environment with minimal supervision
- Safely assist others in loading and unloading of material as needed
- Maintain a clean and safe environment by organizing, sweeping, and clearing work areas. and upkeep workspaces on a regular basis
- Work with other departments and provide general assistance to other personnel as needed
- Perform other duties assigned by managers or supervisors

- Comply with company policies and procedures, as well as health and safety requirements pertaining to the job duties and warehouse environment

Minimum Requirements:

- Attention to detail
- An enthusiastic and can-do attitude
- Ability to clearly follow directions and instructions from others
- Team-oriented and takes initiative
- Strong communication skills
- Ability to work in a fast-paced, repetitive environment
- Can work with minimal supervision
- Must be able to work outdoors for long periods of time
- Can lift up to 50 lb.
- Ability to use power tools
- 1 year of experience operating a forklift or Raymond Reach truck
- Experienced with using Warehouse Management Systems
- Experienced with using RF scanners
- Flexible to work 40 hours a week Monday to Friday 8:00 am to 4:30 pm, and weekends on occasion

Preferred Requirements:

- Knowledge of health and safety procedures in a warehouse or manufacturing environment
- 6 months work experience in a shipping and receiving role
- Experienced with booking carriers
- Familiar working within a warehouse environment

What We Offer:

- Job security and stability for long-term employment
- A non-unionized environment
- A progressive attitude and work culture
- Competitive compensation package
- Opportunities to grow within the company

Contact:

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