
Job Title: Warehouse Associate
Reports to: Production Manager

Department: Warehouse

JOB SUMMARY: Under the general supervision of the Warehouse Team Lead, this position is responsible for various Warehouse duties, including but not limited to shipping, receiving, inventory storage, and product assembly.

RESPONSIBILITIES:

- Picking, Packing and Inspection of goods to be shipped
- Preparing bills of lading and other shipping documents
- Product assembly
- Handling raw material
- Scheduling transportation
- Maintaining internal record keeping system
- Unpacking, inspecting, receiving and storing goods received
- Respect and adhere to all aspects of company Health and Safety policies
- Respect confidentiality and intellectual property as per company policies

ACADEMIC/EDUCATIONAL REQUIREMENTS:

- High School diploma or GED

REQUIRED SKILLS/EXPERIENCE:

- Experience in a shipping and receiving department
- Ability to lift approx. 50 lbs
- Must be able to wear appropriate PPE when required
- Excellent communication skills
- Experience in customer service
- Experience working in an ISO environment is an asset
- Previous Continuous Improvement experience is an asset
- Experience with Couriers and Courier software platforms (eg: UPS, FedEx, Purolator, EHL) is an asset
- Experience with Microsoft Dynamics, Business Central and Office 365 is an asset
- Fork Truck License is an asset

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization
