



## Warehouse Keeper

**Posted by:** Clay Hill Equipment Inc.

**Posting date:** 01-Aug-2024      **Closing date:** 28-Jan-2025

**Education:** High School Certificate

**Language:** English

**Job location:** Doaktown

**Salary:** \$20 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ3147319

Expired

### Job description:

#### Job duties:

- Perform general office duties.
- Set-up displays of retail parts and accessories.
- Address customers' complaints or concerns.
- Advise on use and appropriateness of goods or parts.
- Handle cash transactions.
- Maintain records on inventory control system.
- Prepare and track work orders.
- Prepare requisition orders to replenish parts and supplies.
- Receive, unpack and sort incoming parts, supplies and materials.

**Requirements:**

- High school diploma.
- Focus on quality and attention to details.
- Time management, organizational skill, teamwork skills.
- Physical organization skill.

**Benefit:**

- Competitive wage at \$20 per hour.
- Opportunities for career growth and advancement.
- Stable, employment full-time 40 hour per week.
- Overtime will be paid at 1.5 times the regular after 8 hours/day and 40 hours/week.
- Vacation pay will be at 4% of basic wage.
- Qualified for a three-week vacation.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [clayhillsj@gmail.com](mailto:clayhillsj@gmail.com)

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