



## General Warehouse

**Posted by:** Rn tech

**Posting date:** 01-Oct-2023      **Closing date:** 28-Mar-2024

**Education:** High School

**Language:** English. Punjabi

**Job location:** Airdrie

**Salary:** \$18.29

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

**Vacancy:** 5

**Job Type:** Full Time

**Job id:** CAJ7529062

Expired

## Job description:

### General Description:

The primary responsibility of this position is to ensure all orders are picked and shipped in an efficient, timely, accurate, organized and cost-effective manner and to work with the General Manager, Sales and Customer Service team to deliver the highest level of customer service and satisfaction.

**Please note: you must be able to lift 50lb multiple times throughout the day.**

### Duties and Responsibilities

- Ensure that all outgoing orders are picked, checked, packed and shipped in accordance with Company standards for quality, accuracy and timeliness;

- Ensure that all orders shipped are invoiced accurately and include appropriate freight, export documentation and other necessary considerations;
- Set up / update procedure manuals on picking and shipping processes
- Maintain a clean, organized, safe and professional warehouse operation at all times;
- Ensure paperwork, documentation and computer reports/ files are kept up to date and filed neatly and accurately;
- Assist Purchasing department in gathering information on shipping weights and measurements for new products;
- Assist Sales and Customer Service departments, as necessary on stock issues, prepare for trade shows, perform stock checks and reconciliation, process emergency stock transfers, fill special customer request, etc.;
- Conduct assist and be available for monthly and year-end inventory counts.

### **Skills & Qualifications:**

- Experience in, and aptitude for, warehouse work is required.
- Professional manner and excellent customer service skills
- A team player with experience and proven ability to lead and direct others
- A positive, energetic self-starter who takes the initiative and sets an excellent example for others
- Must have the ability to achieve picking accuracy goals without direct supervision or monitoring
- Knowledge of ERP computer systems, integrating shipping systems and excel worksheets
- Experienced with local, Canadian and US shipping
- Experience with courier processes and dealing with LCL (less than container load)
- Physically able to lift/move products up to 50 lbs
- Ability to operate industrial lift trucks, pallet jack, order picker and forklifts
- **Good communication skills (verbal and written) spoken**

### **Job Duties:**

- Load and unload trucks
- Move and stack materials
- General housekeeping duties in the warehouse or production area and duties as assigned
- Use warehouse management software

### **The Perks:**

- Competitive compensation, benefits, and vacation time
- Company discount on seeds and gardening supplies
- A flexible working environment that promotes a healthy work-life balance

- The opportunity to participate in community & educational events promoting organic growers & supporting gardeners and learn about our community and organic gardening
- Participate in a culture of charitable giving, where we support numerous charities both financially and through seed donations and donate upwards of 6,000 lbs. of fresh produce annually.
- An opportunity to be meaningful and impactful within your work and projects.

### **Work Remotely**

- No

Job Type: Permanent

Salary: \$18.22 per hour

Benefits:

- Company events
- Dental care
- Extended health care
- On-site parking
- Paid time off
- Store discount
- Vision care

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Supplemental pay types:

- Overtime pay

Experience:

- warehouse: 1 year (preferred)

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**