

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

Warehouse Associate**Job # 2018-05-011**

NOC / NAICS	7452 / 323115	Date	May 9, 2018
Location	York Region (Richmond Hill)	Wages	\$18.00/hour
Experience (Yrs.)	<input checked="" type="checkbox"/> 0-1 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	Up to 40 hours/week (overtime may be required)
Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT 1 yr. contract- potentially permanent	Schedule Availability	Shift available: 3:00pm-11:00pm
Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:		
Workplace / Physical Requirements	<ul style="list-style-type: none"> • Ability to lift heavy objects (max. 50 lbs) • Walk and stand for long periods of time and perform strenuous physical labour 		

Company

This printing company has 3 business segments in Media, Media, Packaging and is the largest printer in Canada with a focus on direct mail, commercial printing and in-store marketing. You will have the opportunity to join a team that is committed to helping everyone excel and reach their goals.

Job Duties

Reporting to the Fulfilment and Logistics Manager, the Warehouse Associate will be responsible for the seamless processing of incoming and outgoing shipments and perform tasks deemed necessary. This position plays a key role with other departments whose business functions depend on the Receiver for accuracy and efficiency. This position will be located in **Richmond Hill, ON**

- Unload, sort, distribute shipments verifying Bill of Lading
- Inspect/verify goods against invoice, record shortages, reject damaged goods
- Route received goods to final destination
- Communicate to departments goods received
- Maintain computerized record keeping systems
- Provide exceptional service to vendors, perform quality audits on condition of incoming items
- Problem solve missing documents, deliveries
- Maintain organized work area
- Assist in development of work instructions, practices
- Work in compliance with Health & Safety, WSIB, and all other applicable legislation
- Support & contribute to healthy safe work environment by following policies and procedures, reporting injuries, accidents, and workplace hazards

Requirements

- **Minimum 2 years experience in warehousing**
- **High School Diploma**
- **Valid Safe-Tech powered Pallet Truck Walkie/Reach Forklift Certificate**
- **Background check (facilitated)**
- CSA approved Safety shoes
- Attention to Detail
- Good command of English-understanding verbal/written instructions to complete paperwork and requisitions accurately, comply with safety procedures
- Basic skills in PC software-Word, Excel, Internet, email
- Work in team-oriented environment, proven organizational skills
- Lift 50 lbs. unassisted
- Able to work overtime and weekends as required

How to apply

To apply please submit resume to HRQR@rncs.ca for pre-screening and consideration.

Candidates can apply online quoting JOB Reference # RNCE-105 at www.jobs.aurora.tc.tc

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.