

RNC**Employment Service**905-727-3777 *Aurora* 222 Wellington Street East, Main Floor

Job Title

Bilingual Warehouse Associate**Job # 1901031**

NOC / NAICS

1521 / 453990

Date

January 31, 2019

Location

York Region
(AURORA: Industrial Pkwy North)

Wages

\$15.00 per hour

Experience
(Yrs.) 0-1 1-3 3-5 5+

Hours/Week

40 hours per week

Employment
Type Perm Temp Seasonal
 FT PT

Schedule

Monday to Friday 8:30-5:00

Availability

Occasional evening/weekend

Benefits Available
After Probation Period No Yes:Workplace / Physical
Requirements

Lifting

Company

This warehouse company is a leading Canadian learning materials distributor and reseller specializing in serving the francophone community. Competitive vacation plan and scheduling.

Position Summary / Candidate Profile

A warehouse opportunity working for a education supplier located in Aurora. This role is responsible for executing logistics and warehouse initiatives and an ideal candidate works well independently.

Job Duties

- PRODUCTION: Plan, coordinate and execute the various production runs of kits as needed
- Manage inventory, stage production materials and assist with production runs
- FULFILLMENT: Using distribution lists, organize shipments and shipping schedules based on required ETA by identifying appropriate carriers
- ORDER MANAGEMENT: Assist warehouse manager with order preparation, picking, packing & order shipping
- INVENTORY MANAGEMENT: Assist team with inventory counts and location management
- DELIVERY & INSTALLATION: Using company vehicles, assist with delivery runs for key customers and installation or assembly of various daycare/office furniture
- WAREHOUSE: Assist with general warehouse duties in order to keep a safe and clean work environment

Requirements / Candidate Profile

- **BILINGUAL –FRENCH AND ENGLISH is strongly preferred**
- **Valid class G driver's licences required**
- **Class D drivers licences preferred**
- Post-secondary training in logistics, inventory management or warehousing is preferred
- 1-2 years related job experience/co-op placement preferred
- Excellent MS Word, Excel knowledge
- Experience with inventory management/accounting software preferred
- First Aid Training preferred

- Fork Lift operator's license preferred
- Strong collaborator with a team mindset

How to apply

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

Include a note indicating why you are a good fit for this position.

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.