

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

Job Title**Receiver****Job # 1903005****NOC / NAICS**

1521 / 423430

Date

March 5, 2019

Location

Richmond Hill: 404 / Mjr. Mackenzie

Wages

Competitive based on experience

Experience (Yrs.)
 0-1
 1-3
 3-5
 5+
Hours/Week

35+ hours/week

Employment Type
 Perm
 Temp
 Seasonal
 FT
 PT
Schedule Availability
 Typical 10am – 6pm
 Occasional 7am - 6pm (extended if/when required)
Benefits Available After Probation Period
 No
 Yes:
Workplace / Physical Requirements
 Ability to lift up to 50 lbs. on a frequent basis
 Able to stand for prolonged periods
Company

Canada's largest privately-owned and operated Information Technology (IT) solution provider with extensive service and support resources is hiring! Their vision is to “simplify the business of technology, together” by focusing on business objectives and outcomes, aligning the most relevant and effective IT solutions to meet those requirements and providing extraordinary ongoing support capabilities.

Position Summary / Candidate Profile

A warehouse opportunity working for an IT company located in Richmond Hill. This role is responsible for supporting supply chain and warehousing activities and an ideal candidate is physically fit and able to follow ISO procedures.

Job Duties

- Perform put-away of product on shelves and in racks, including updating bin locations in the computer system (JD Edwards) and using RF scanning.
- Label and receive incoming inventory
- Cross-train to support all lines of business handled in the warehouse.
- Drive the forklift and stock skids of inventory on the racks.
- Assist with the shipping, receiving and picking of product, and moving it throughout the Distribution Center and Configuration Center.
- Support efforts to maintain Health and Safety standards by ensuring the warehouse is compliant, and proactively communicate on and remove any potential safety issues.
- Use computer to check on received goods, put-away or order pull requirements as required and/or directed.
- Follow ISO procedures outlined in Company Quality Management System
- Participate in ISO auditor training and provide auditing services in support of the ISO quality process
- Learn all company material handling procedures.

Requirements / Candidate Profile

- **Current forklift certification**
- **3+ years working in a dynamic warehouse.**
- Strong skills in Warehousing, Warehouse Management (WMS) and Inventory Management
- Basic Mathematics skills, as well as experience using MS Excel and Outlook
- Teamwork and collaboration are essential, as are effective written and verbal communication skills
- Excellent time management skills and the ability to work autonomously
- Strong internal and external customer orientation and focus
- Wear certified safety shoes and any other PPE (Personal Protective Equipment) that may be required

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.