

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor



Job Title	Warehouse Assistant	Job # 1905008
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NOC / NAICS	7452 / 337210	Date	May 21, 2019
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Location	Richmond Hill: Leslie / 16 th Ave	Wages	\$14.00 /hour
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Experience (Yrs.)	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	35
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Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Schedule Availability	Mon-Fri 9:30-5:30
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Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:
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Workplace / Physical Requirements	Must be able to lift up to 50 lbs. alone, 90 lbs. with assistance
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Company

This Canadian business located in Richmond Hill produces furniture solutions for office, home and educational places for our current generation looking to improve their work habits and future generations growth and development. They are producing and building the best ergonomically designed furniture in the industry, while also providing customers with top quality solutions and a health cautious approach to the home, business & education world.

Position Summary / Candidate Profile

Seeking a Warehouse Assistant who will hold an important role in supporting the admin and export teams with a focus on inbound and outbound shipments and inventory control.

Job Duties

- Shipping / receiving all goods to and from the warehouse
- Picking / packing orders as they're received from online channels or walk-in customers
- Generating quotes and rates for shipping and warehouse items
- Quality control maintained by reviewing orders picked / packed by other staff
- Arrange trucking or transportation of products
- Maintain safe and efficient warehouse
- Assist in maintaining inventory control
- Notifying Admin of any picking and / or shipment issues in a timely manner
- Organize and shelve stock as it arrives to ensure it is easily identifiable to other staff
- Assist in maintaining inventory of warehouse supplies such as boxes, tape, etc. within cost / budget constraints
- Warehouse upkeep
- Performing other duties consistent with the job classification, as assigned

Requirements / Candidate Profile

- Physically fit to perform heavy lifting
- A reliable team member

- Has the ability to multi-task and focus on multiple things at once
- Detail-oriented and efficient

How to apply

To apply please submit resume to HRQR@rncs.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.