

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

Logistics and Warehouse Associate**Job # 2018-03-043**

NOC / NAICS	1523 / 453990	Date	March 27, 2018
Location	York Region (AURORA: Industrial Pkwy N)	Wages	\$31,200.00+ /year based on experience
Experience (Yrs.)	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	
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	
Benefits Available After Probation Period	<input type="checkbox"/> No <input type="checkbox"/> Yes: competitive vacation plan and flexible scheduling		
Workplace / Physical Requirements	Lifting and carrying		

Job Duties

A leading Canadian learning materials distributor and reseller is looking for a Logistics and Warehouse Associate to add to their team. This position is full-time, permanent and is paying a competitive salary with great opportunity for advancement! They offer a competitive vacation plan & flexible scheduling. The Logistics and Warehouse Associate is an essential component to the organization and is responsible for executing key logistics and warehouse initiatives.

RESPONSIBILITIES RELATING TO LOGISTICS

- **PRODUCTION PLANNING:** Plan, coordinate and execute the various production runs of kits as needed,
- **PRODUCTION:** Manage inventory, stage production materials and assist with production runs,
- **FULLFILLMENT:** Using distribution lists, organise shipments and shipping schedules based on required ETA by identifying appropriate carriers
- **ASSIST WITH INVOICING:** Prepare required reports to allow correct and efficient invoicing

RESPONSIBILITIES RELATING TO WAREHOUSING

- **ORDER MANAGEMENT:** Order preparation, picking, packing and shipping of order
- **INVENTORY MANAGEMENT:** Perform counts and location management
- **DELIVERY:** using company vehicles, perform delivery runs for key customers
- **WAREHOUSE DUTIES:** Perform general warehouse duties in order to keep a safe and clean work environment

Requirements

- Post-secondary diploma or degree in logistics, inventory management or warehousing
- **1-2 years related job experience/co-op placement preferred,**
- **Valid driver's licences**
- **Class D drivers licences is an asset**
- MS Word and Excel knowledge
- Basic knowledge of integrated accounting software such as SAGE Quantum
- First Aid Training is an asset

- Fork Lift operator's license is an assets
- Strong collaborator with a team mindset
- Ability to offer customers a seamless and pleasant experience by being patient, creative, have clear communication skills and the ability to stay positive
- BILINGUAL –FRENCH AND ENGLISH is an asset

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.