



PROFILE OF INNOVATION

## **Job Description: Warehouse Employee**

**Title: Warehouse/logistics.**

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### **Position Description:**

Ensure the smooth functioning and running of all warehouse concerning activities. Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.

### **Primary Responsibilities:**

- Receiving, moving, checking and storing incoming goods.
- Checking and inspecting goods received and ensuring they are of accurate quantity, type.
- Picking, packaging and labelling products before they are dispatched.
- Selecting space for storage and arranging for good to be placed in the designated areas.
- Loading and unloading trucks.
- Operating a forklift.
- Contacting transport companies and coordinating dispatch and delivery with them.
- Ensuring a clean and safe workspace.
- Storing stock away safely.
- Monitoring stock levels.
- Occasionally delivering stock to shops and retail outlets.
- Accurately updating all data into computer, INFOR, FedEx System.

### **Required skills/abilities:**

- Good Computer skills: Emails, Inventory Software.
- Valid driver's license for transportation and fork-lift.
- Excellent verbal and written communication in English and French.





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- Have excellent numeracy, literacy, organizational and time management skills.
- Strong ability to work in a fast environment while multi-tasking.
- Proficiency in inventory software, databases and systems.
- Physically fit and able to lift and move heavy packages and objects.
- Familiarity with modern warehousing practices and methods.

### **About Schluter Systems Canada**

*Schluter®-Systems is a family-owned and internationally renowned company that has been rapidly growing over the last 10 years. The Schluter brand is backed by a team of people working together to create a line of innovative products that provide solutions to the tile industry. We're looking to build our team with individuals who like to think BIG, and want to be part of what makes our products--extraordinary. We are a company that treats its employees, suppliers, and customers as long-term partners. Where success is built on a win-win philosophy and everyone should benefit.*

*"Profit is not the goal of the business. Profit is the consequence of a job well done"..... Werner Schluter, Founder*

*Are you interested in a truly unique and special company? Hear from our employees on what it means to be part of the Schluter family: <http://www.schluter.com/careers> . Then if you're ready to see life in Orange, talk to us about this career opportunity at Schluter®-Systems.*

