



## Warehouse Assistant - Canada(SYS-19563)

<b>Published Role Title</b>	<b>Warehouse Assistant</b>
<b>Location</b>	<b>Oakville</b>
<b>Salary &amp; Benefits</b>	-
<b>Job Advert Description</b>	<b>Hours Mon-Fri 8:00am-4:30pm.</b> To assist in all aspect of the warehouse, with the main focus being returns. Load/unload trucks, stock shelves, handle mail, Purolator, etc..., match samples. Receive, inspect and determine the disposition of the product for the wholesale division. Recommend appropriate credit to be given to wholesale customers and consumers returning product.

**Core Accountabilities:**

- Process/Inspect all returns
- Assist with month end inventory counts
- Assist in control of all stock movement into, through and out of warehouse Assist in ensuring all Health and safety regulations are followed in the warehouse
- Liaise effectively with both internal and external customers
- Manage in the absence of the Warehouse Manager

**Key Output/Results:**

- Proper inspection and credit of returned product. Ensure that quality product is returned into inventory
- Correct inventory count for financial reporting at end of each month
- Ensure all operations within the warehouse run smoothly and efficiently
- All Health and safety regulations are followed and risks minimized
- Ensure a customer focused mentality and environment
- Ensure warehouse duties are managed and achieved

**Requirements:**

- High school diploma required
- 2+ years experience in a warehouse environment

