

WAREHOUSE ASSOCIATE – BURLINGTON

QUALIFICATIONS

Education & Certification:

- High school diploma
- Certified and experienced with Forklift, Reach, Walkie and Scissor Lift

Experience & Skills:

- 1-2 years of experience in Warehouse environment, preferably in the food industry
- Knowledge of cycle counts and physical inventory maintenance an asset
- Good knowledge of MS Office
- Strong verbal and written communication skills
- Ability to multi-task in a high-paced environment
- Positive and team player attitude
- Ability to lift up to 50lbs repetitively
- Ability to stand on feet for the majority of the working day
- Flexibility and willingness to work overtime as required, including evenings/weekends

PRINCIPAL RESPONSIBILITIES

1. Receive, unload and store incoming product.
2. Locate, pick, load and ship outgoing product.
3. Move product from shipping & receiving area to/from cooler according to pick tickets.
4. Create tags for outbound orders.
5. Assemble (lumping, shrink wrapping) orders.
6. Working with order picker as necessary by highlighting the appropriate pick tickets.
7. Report malfunctioning tags.
8. Adhere templates to outgoing containers to ensure Shipping staff understand outbound product location.
9. Use Famous to update PO number according to pick ticket, alter quantities if required.
10. Assist with inventory management and physical cycle counts.
11. Other duties and projects as assigned by the Shipping/Receiving Manager.

Please email your resume and cover letter to: careers@earthfreshfoods.com

**Only those candidates who will be considered for an interview will be contacted.*