

Warehouse Associate

Full Time – 40 hrs.wk
Wages to be discussed

Job ID: ST635MF Job Posted: August 13, 2020 Job Closes: Sept, 21, 2020
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Elgin Carpet One is a local, family-owned and operated business that has proudly served the St. Thomas area for over 40 years. By joining our team, you will be given the opportunity to manage the warehouse and hone your organization and time management skills; to gain knowledge in flooring products as well as general home and flooring maintenance; to learn more about the new home construction process through our builder program; and to work alongside a team of enthusiastic colleagues.

The ideal applicant will be a motivated self-starter with the proven ability to work as part of a team in a busy and, at times, demanding work environment. This individual will be responsible for organizing and maintaining the warehouse area, preparing materials for installation and/or delivery in a timely fashion, and other tasks and duties as assigned. The ideal candidate will be able to operate warehouse forklifts and vehicles as well as be able to lift and work with heavy objects. Please see the criteria below for a full list of responsibilities and requirements. Training will be provided on-site.

JOB RESPONSIBILITIES

- Operating and maintaining warehouse vehicles and equipment; conducting regular health and safety checks as required.
- Organizing and storing materials for both Elgin Carpet One & the Wallpaper Loft (shared warehouse); maintaining a clean and safe warehouse for all staff members.
- Stocking and shelving paint for the Wallpaper Loft.
- Receiving job and stock orders for both businesses into the physical warehouse; packing and arranging for product returns as required.
- Placing and calling in stock and other orders as required.
- Receiving orders using store procedures and software.
- Reporting any discrepancies, deficiencies or damaged shipments.
- Conducting regular inventory counts to maintain job materials and stock accuracy.
- Contributing ideas on ways to improve or optimize warehouse procedures.
- Arranging for and performing order pick-ups and deliveries as required.
- Preparing materials for installations, including cutting carpet and vinyl as well as assembling and arranging skids of product for installers.
- Other duties and tasks as assigned.

REQUIREMENTS

- Excellent organizational and communication skills (English-speaking required).
- Excellent customer service skills and professionalism.
- Motivated, quick learner with ability to multitask and problem-solve.
- Previous experience in a warehouse setting not necessary, but preferred.
- Ability to lift and move heavy objects such as 5-gallon pails of paint and heavy boxes of fragile ceramics (50+ lbs) as well as ability to cut carpet and vinyl.
- Ability to work both independently and as part of a team.
- Moderate computer skills; ability to use store software (training provided).
- Valid Forklift Operator's License preferred, but training can be provided; ability to operate other warehouse equipment and large delivery vehicle.
- Valid Driver's License required.

Submit resumes to jobs@employmentserviceselgin.ca