



Warehouse Employee - Edmonton, AB

Your duties and responsibilities shall include, but shall not be limited to, the following:

- Loading and unloading courier and freight trucks
- Picking orders using the RF scanner
- Checking orders for accuracy
- Packing orders in boxes or on skids so that they are ready to ship
- Creating shipments and/or weigh bills for the couriers and trucks
- Receiving product using the RF scanners and Business Central ERP
- Finding a bin for the product on the shelves
- Communicating with both purchasing and CSR/sales reps for any discrepancies using both e-mail and phone when necessary
- Keeping your work area and the rest of the warehouse clean and tidy
- Labelling product and shelves within the warehouse
- Moving product to different areas in the warehouse
- Take out garbage and recycling
- Cutting tubing and wiring to correct lengths
- Inventory counts
- Cycle counts
- Other duties as assigned