

Job Outline for: Professional Warehouse Personnel

April 28, 2018

S3 Manufacturing is a dynamic team focused on bringing capacity, convenience and efficiency to clients. Every project, from small widgets to fully assembled equipment is approached with a long-term commitment to quality and value in every detail. Currently operating as a division of S3 Manufacturing, the S3 Blowers team designs and manufactures custom pneumatic solutions for farm equipment applications.

Job Overview:

- Conduct and document daily checks for Material Handling Equipment
- Participate in all Receiving and Material Handling functions of the organization which may include:
 - Receiving product from vendor and verifying product and quantity is accurate
 - Picking materials and product to be issued to shop floor for manufacturing
 - Documenting any product that is damaged and/or non-conforming
 - Maintaining accurate Inventory levels via Cycle Counts
 - Ensure all Inventory is organized, accurately identified and in proper stock location
 - Perform day to day administrative tasks such as maintaining files and processing paperwork
 - Ensure all tasks are performed with the highest regard for safety, as outlined in our Safety Manual
 - Perform other tasks as assigned

Requirements:

- Minimum of 3 years' experience in a Warehouse and/or Material Handling position.
- Proficient with Microsoft Office applications, specifically Excel
- Possess excellent communication skills both written and oral
- Possess excellent problem solving and decision making skills
- Strong administrative and organizational skills
- Accurate and detail oriented
- Flexible, adaptable and ability to multitask
- Positive and co-operative team player
- Possess successful leadership experience
- Ability to effectively manage priorities
- Capable of working with minimal supervision
- Able to manage time effectively to ensure the timely and accurate completion of assigned projects

Why work with us?

- Competitive salary
- Educational & health allowances
- Comprehensive benefits package
- Advancement opportunities
- RRSP matching/bonus programs
- Challenging, respectful work environment