



**LOU DENNIS
EQUIPMENT**



Warehouse Clerk
H.E.BROWN / Muskoka Auto Parts
North Bay, ON

Full-time, Permanent
From \$16.55 per hour
40 per week, Monday to Friday, Weekends as needed

Job description

We are looking for a warehouse clerk to join our team to handle inventory and materials including sorting, and distributing. Determine best methods for bundling, assembling and shipping goods. Maintain accurate records of stock.

Essential Job Functions

- Load, unload and move products and materials by hand or using basic material handling equipment
- Perform other material handling activities such as counting, weighing, sorting, packing and unpacking.
- Loading and unloading of goods from trucks
- Inspect and verify incoming goods against invoices or other documents, record shortages, overages, and damaged goods.
- Stock shelves and keep stock clean and in order
- Fill orders from warehouse stock for customers
- Preparing return orders to vendors
- Pack goods to be shipped and affix necessary shipping information
- Prepare shipping documents
- Pickup and delivery of products with company vehicle
- Maintain computerized record-keeping systems
- Help maintain cleanliness of warehouse

Requirements

- Valid drivers license
- Steel-toed safety boots
- Excellent communication skills, written and oral
- Team player, reliability, dependability
- Organization skills

Experience

Experience would be an asset but on the job training is available.

Benefits:

- Dental care
- Extended health care
- Life insurance
- On-site parking
- Store discount