



Position: Warehouse Team Member
Location: Stone Tile International Inc. (STI)
Reports to: Warehouse & Logistics Manager
Hours of work: 8 hours per day, start end time between 7 am to 6 pm

Position Overview:

Warehouse Team Members play a key role in receiving, storing, documenting, and delivering materials within the company. They interact with many departments within the course of doing their jobs. Their role is much greater than moving material around the plant. They play an important part in controlling costs by assuring that materials are safety stored, counted, and delivered to the proper department when they are needed.

Warehouse Team Members perform an array of functions that might include accepting and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or organizing, and retrieving stock in the warehouse.

Duties:

- loading and unloading trucks
- receiving raw materials and products
- picking, packing, wrapping, labeling, and/or shipping products
- manual materials handling
- inventory support
- operate industrial equipment (forklift, electric pump truck)
- maintain cleanliness, organization and safety of the warehouse
- other duties as assigned

Requirements:

- Secondary school diploma, or equivalent
- Experience in a high paced warehouse or distribution center a definite asset
- Ability to stand and walk >80% of shift
- Ability to lift up to 50 lbs
- Ability to work in a fast-paced environment
- Ability to meet deadlines and work under pressure
- Ability to perform repetitive tasks
- Detail oriented, proficient and accurate
- Flexibility to work overtime in peak periods
- CSA approved safety shoes
- Valid forklift certification

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

Acknowledgment

I, _____, understand and agree with the job description of the Warehouse Team Member role.

Signature: _____

Date: _____