JOB POSTING (N°14OPT- 24)

This position is posted simultaneously internally and externally

WAREHOUSE CLERK	
LOCATION	Delta, British-Columbia
STATUS	Regular, full time
JOB SUMMARY	• Receive and inspect inbound product according to established procedures. • Put away product in correct location based on procedures. • Receive returns, count and confirm quantities, determine condition and complete paperwork. • Obtain orders, prioritize if necessary, and select products from the proper locations. • Verify accuracy of orders picked, escalate concerns to Manager. • Stage and securely pack product based on procedures. • Place the appropriate documentation with each order and ensure all cases are clearly labelled and accurately marked (e.g., pick/pack slips, stickers). • Palletize cases, wrap, and load pallets onto trailers. • Create shipping labels and other paperwork for parcels and LTL skid shipments (e.g., waybills, shipping manifests, shipping labels); maintain accurate shipping data in warehouse management system. • Stage and coordinate outbound shipments. • Perform cycle counts & annual count. • Ensure work area is kept clean and complies with all health and safety standards.
EDUCATION	High school Degree.
EXPERIENCE	Minimum of three years experience as a shipper/receiver in warehouse operations.
OTHERS	• Good communication skills; must be able to speak, read, and write English. • Highly customer service oriented. • Energetic, dependable, punctual, team player, capable of working on their own, detail oriented and able to multi task. • Must possess basic computer skills; experience with shipping software ("WMS") an asset. • Must be able to lift/carry 50 lbs on occasion. • Must be able to work overtime as required. • Forklift Driving Certificate is considered an asset. • Qualified in the handling and preparation for shipment of hazardous and dangerous goods is considered an asset.
REPORTS TO	Warehouse Manager
	Those interested in applying are invited to submit their applications by email to hr@walter.com and indicating the job posting number and job title in the body of your message.