

# Warehouse Technician

<b>Employer:</b>	J&S Schmitz Overhauling and Manufacturing Inc.		
<b>Posted:</b>	13 months ago	<b>Closing Date:</b>	March 28, 2023
<b>ES Job ID:</b>	3916	<b>Location:</b>	Spanish
<b>Sector(s):</b>	Other	<b>Duration:</b>	Full Time
<b>Salary:</b>	19		

## Job Description:

Position Opening: Warehouse Technician  
Reports To: Procurement Coordinator  
Wage: 19.00 -21.00 hourly

### Position Details:

The Warehouse Technician must be able to perform a wide variety of tasks. This person must be able to count, read, match numbers, have strong computer skills, be able to operate simple machinery and drive a forklift. The position requires the ability to communicate and work closely and efficiently with others in a fast-paced environment. Additionally, the Warehouse Technician will be required to complete sorting, checks for inaccuracies and arranging of delivers for new and sold parts/tools. They will also assist with ordering of required parts and ensuring that the best delivery times are completed.

Key responsibilities and accountabilities include but are not limited to:

- Put away parts, accurately pull parts for work orders and inspect all parts stocked and pulled
- Follow daily inventory control procedures and participate in inventory counts when needed
- Control quality by properly cleaning, identifying, and inspecting component parts prior to putting them into inventory
- Be capable of performing basic equipment maintenance and housekeeping duties including organizing and keeping the work area clean and safe
- Coordinate with central warehouse on required parts pickups and orders
- Process VMI orders for shop supplies (Fasteners, Hydraulics, Paint, Shop Supplies, etc.)
- Receive/Process parts orders in ERP for production and VMI orders
- Contributes to team through demonstrating company culture and conduct in the areas of Teamwork, Accountability, Quality, and Communication

## Required Skills:

Education/Related Experience:

- High School and related experience

Experience:

- 1 to 2 years in the parts/ordering/warehousing is an asset
- Excellent interpersonal and communication skill
- Strong computer skills are imperative
- Self-started who can work within a team environment
- Can work flexible hours when required
- Knowledge of mining equipment, industrial suppliers, industrial tools for both heavy equipment maintenance and



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**How to Apply:**

If you are interested in applying to this position, please forward your resume to: [agibouleau@waldengroup.ca](mailto:agibouleau@waldengroup.ca)

The above description reflects the general scope and nature of the work performed. This description is not intended to reflect every duty and responsibility of the position but is intended to give a general outline of the position and its responsibilities. It is understood that the duties and responsibilities may change from time to time.

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