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## Warehouse Stores Person

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### **Overview:**

The Warehouse Stores Person position entails monitoring and managing job statuses, coordinating with colleagues, receiving and processing deliveries, preparing orders, inputting data, and maintaining a safe and clean work environment, among other duties.

### **Responsibilities:**

- Check the status of jobs not picked up within 48 hours and notify relevant parties as necessary.
- Respond to emails left from the previous day after in a timely and professional manner.
- Coordinate with the install coordinator to ensure all outstanding jobs are being handled appropriately.
- Scan out materials using handheld scanners
- Scan any remaining receiving items from the previous day into the tracking system.
- Receive incoming courier deliveries and count the number of boxes received.
- Print out and prepare orders for the next day's pick-up, including SMB, Residential, and Commercial orders. Ship orders to techs outside city limits.
- Prepare replenishment items for service technicians as needed.
- Input data into weekly or biweekly tracking systems to keep accurate records of job status and inventory.
- Receive incoming materials and advise the coordinator or manager on PO stock received.
- Ensure the working area is clean and safe for all employees.
- Input the number of jobs for the day into the job volume tracker to track daily progress.
- Other duties as required

### **Expectations:**

Company information should be treated in a highly confidential manner. You have specific responsibilities and are expected to use your knowledge and skill to make a positive contribution to our corporate goals.

- Possess strong communication skills, be able to multitask and work under minimal supervision.
- Be able to work and thrive in a fast-paced team environment; be energetic; pleasant and willing to learn.
- Commit to new initiatives and programs that promote continual improvement and efficiency.
- Foster a safe work culture for all procedures, including but not limited to:
  - wearing PPE if required.

- reporting all injuries, claims or near-misses, unsafe or hazardous conditions.

**Skills and Qualifications:**

- Minimum 1 year warehousing experience
- 1 year of experience in scanning, cycle counts, and maintaining inventory records (preferred)
- Previous forklift experience with valid certification. Sit-down counterbalance plus stand up reach truck (preferred)
- Must be bondable
- Good computer skills with some knowledge of Microsoft Office programs, Excel, Google Share, SAP
- Comfortable working independently, making decisions and resolving problems
- Proficient in both verbal and written English and French, demonstrating exceptional communication skills to effectively engage with stakeholders and external teams
- Possess strong interpersonal skills to foster positive relationships with coworkers, internal stakeholders, and technicians