

WHAREHOUSE CLERK

Start date : May 2024

Type of salary : Hourly rate

Work shedcule : Full time, 40 hours per week, daytime, weekdays

Employment status : Permanent

Location : Montréal Office, remote work not possible due to the nature of the position.

RESPONSABILITIES:

- _ Verify and receive merchandise in the system.
- _ Internal and external communication for follow-ups, issues, and various internal requests.
- _ Organize and classify received merchandise, move pallets with a pallet jack (no forklift).
- _ Prepare materials for delivery (packaging, documentation) while adhering to delivery deadlines.
- _ Arrange delivery via transport companies (quoting, tracking, etc.).
- _ Maintain a clean workspace (warehouse, inventory).
- _ Waste and recyclable material management.
- _ Participate in cycle counts and warehouse replenishment.
- _ Adhere to health and safety rules.
- _ Any other tasks related to the job.

QUALIFICATIONS REQUIRED :

- _ Resourcefulness;
- _ Good physical capacity;
- _ Attention to detail, organized;
- _ Prioritization and workflow management skills;
- _ Experience in a similar field;
- _ Good knowledge of the Microsoft Office suite;
- _ Proficiency in spoken and written French (English is an asset);
- _ Knowledge of hardware and basic audiovisual integration materials.

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SKILLS REQUIRED :

- Team player
- Autonomous, proactive, and focused on problem-solving
- Leadership skills
- Results-oriented
- Pays great attention to detail.
- Knowledge of audiovisual and permanent integration