



Shipper/Receiver/Warehouse

Adanac Sales is an Independent Manufacturers Representative in the Electrical Industry covering the British Columbia Market. Due to expansion, we are currently seeking to fill an open part-time warehouse position for our warehouse in Port Coquitlam.

Adanac Sales takes pride in attracting and retaining the best people in the electrical industry. To do so we focus on employee development, a commitment to high ethical standards along with promoting an organizational culture of teamwork within a respectful work environment. We offer a competitive compensation package as well as comprehensive extended health & dental plan in addition to ongoing training opportunities and potential for advancement.

This a part time position, 3 days a week; Tuesday, Wednesday, Thursday. Our hours of operation are 8:00-4:30pm.

Job Description:

Responsibilities

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Keep a clean and safe working environment and optimise space utilisation
- Communicate and cooperate with supervisors and coworkers
- Follow quality service standards and comply with procedures, rules and regulations

The successful candidate must possess the following skills.

- A minimum of 2 years' experience in warehousing, shipping and receiving
- English language proficiency
- Be a self-starter with the ability to take initiative when needed
- Familiarity with modern warehousing practices and methods
- Good organisational and time management skills
- Current forklift licence

If you believe your skill set matches the above description and are an enthusiastic, innovative, passionate individual we would like to hear from you! Adanac Sales provides a positive work environment with growth opportunities. Please forward your resume to admin@adanacsales.com

We thank all interested applicants however please note that only those chosen for an interview will be contacted.