



# JOB DESCRIPTION

<b>Position:</b>	Warehouse Order Pickers – <u>Afternoon Shift/ Night Shift</u>
<b>Location</b>	Vaughan
<b>Reports to:</b>	Warehouse Manager/ Afternoon shift Warehouse Supervisor
<b>Overview:</b>	Handle any assigned activities. The warehouse associate’s primary task is to ensure all customer orders are properly and accurately picked, packed and loaded onto the trucks.

**Functions include:**

- Pick and packing of all assigned orders
- Assist in warehouse functions as requested
- Help with shipping and receiving
- Replenishing of stock
- Ensure orders are picked accurately and completely
- Make rush delivers when necessary
- Loading trucks for next day
- Maintain a clean and safe warehouse.
- Any other duties as requested

**Requirement:**

- **Hours for Afternoon Shift:** Sunday 3:00 pm to Finish –  
Monday to Thursday 2:00 pm to 11:00pm or until all trucks are loaded.
- **Hours for Night Shift:** Sunday - Thursday 11:00pm to 8:00am
- Extra hours may be required
- RF Gun Scanning experience
- Safety shoes required
- Strong communication skills required
- Ability to work in a fast-paced environment
- Must be able to multitask
- Good attitude toward workplace, products and co-workers
- Punctual and good attendance