



JOB DESCRIPTION

Position:	Warehouse / Counter
Location	Annex
Reports to:	Branch Manager/ Assistant Branch Manager
Overview:	Handle any assigned activities. The warehouse assistant's primary task is to ensure all customer orders are properly and accurately packed and loaded onto the trucks for timely delivery.

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
- Back up counter and customer service when required
- Make rush deliveries when necessary
- Maintain a clean and safe warehouse.
- Any other duties as requested

Requirement:

- Hours to be determined as per branch needs
- Extra hours may be required
- Plumbing knowledge asset
- 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

Position Outcomes/Objectives and Standards of Performance

Employee is at work on time and stays until all work is complete, which may include working additional hours to accomplish this objective. Co-workers view this employee as a reliable and dedicated team member. Assists with back up to other departments when required and takes the initiative to provide solutions to department challenges in order to increase operational efficiencies.