

Job Description: Warehouse Picker

Location: Vaughan, ON

Reports to: Warehouse Manager

Level/Grade: Intermediate

Type of position: Full-time

Hours: 7:30am – 4:00pm

Company Overview:

Calibre is a leading supplier of single-use and disposable packaging products. We have become an industry expert that provides our customers with smart solutions to save them time and money. With over 5000 products from over 300 manufacturers, Calibre is well positioned as a single source supplier for any food packaging need. Product selection covers all materials, including plastic, paper, foil, or foam, and we specialize in custom branding. Calibre delivers across Canada and the United States. With our own fleet of trucks, coupled with extensive logistics networks we will get your products where you want them, right on time.

The Role:

Calibre is looking for an experienced and motivated Warehouse Picker to join our growing team. Reporting to the Warehouse Manager, the successful candidate will be responsible for driving a reach truck to fulfill orders for our customers and prepare pallets for shipping. You will be working with other team members and will be required to have great attention to detail and strong English reading skills. This is a Monday to Friday position.

Responsibilities:

- Pick and prepare orders
- Help team as necessary or assigned for all tasks that need to get done
- Accurately record information for product received both manually and using RF. Note any discrepancies.
- Retrieve orders according to quantity, size etc. ensuring accuracy, meet deadlines and adhere to the picking standards.
- Prioritize work with the Team Leader according to date received, cancel dates, rushes and special orders as requested to ensure they are fulfilled on time
- Understand non-routine notes and instructions attached to orders
- Picker are responsible for an aisle to request daily refilling of bins
- Able to work independently or in group settings in a fast paced environment
- Clean up warehouse – ensure area is kept free of garbage, wood, empty pallets, wrap, etc.
- Check incoming pick tickets
- Locate products using scanner
- Build box(s) with orders and position them to loading docks
- Adhere to health & safety policies and quality standards
- Assist in counting of physical inventory and verifying stock and identifying losses.
- Clean work area daily, keep work area neat and organized at all times
- Any other duties as directed by their supervisor.

Required Skills & Abilities:

- 1 – 2 years experience in a high volume, fast paced warehouse environment
- 1 – 2 years experience driving a reach truck
- Secondary High School Diploma or equivalent
- Reach truck and forklift license
- Clear written and spoken English
- Interpersonal and communication skills
- Team player

Remuneration & Benefits:

- \$16.50/hour
- Full health benefits, including dental and vision care
- Two weeks paid vacation
- Friendly and professional work environment

If you are interested in joining a dynamic and rapidly growing organization, submit your resume to careerwithcalibre@gmail.com today!

Job Conditions/Complexity:

Requires the ability to lift up to 25 lbs., drive a reach truck for prolonged periods of time and walk uninterrupted for periods of up to 60 minutes throughout the warehouse. Candidates will be required to provide their own steel-toed shoes/boots.

Calibre is committed to providing reasonable accommodations to applicants, candidates and employees with disabilities, in accordance with applicable human rights legislation and, in Ontario, in accordance with the Accessibility for Ontarians with Disabilities Act (“AODA”). When requested, accommodations will be provided throughout all stages of the recruitment and selection process. To request an accommodation please contact Human Resources. Information you provide relating to accommodation measures will be handled confidentially.

We thank all candidates for their interest and application. Please note that only candidates who are selected for an interview will be contacted.