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|  |  **JOB DESCRIPTION** |
| **POSITION:** | Warehouse Associate  |
| **REPORTS TO:** | Team Leader |
| **WORK HOURS:** | Shift work including weekdays hours and may include Sundays/No Nights |
| **RATE OF PAY:** | $17.00 per hour  |

**MDM Business Solutions** is a manual material handling warehouse that specializes in both B2B and B2C distribution for both outbound and reverse logistics. Located in Oakville within 30,000 square feet of space we offer end to end inventory and distribution needs solutions.

**Position Summary:** Warehouse Associates are responsible for performing an array of duties such as receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders. This role will also manually load and unload materials from pallets, skids, platforms, carts, and lifting devices. The tasks require repetitive use of hands, wrists, and arms, and continued repetitive bending, lifting, and turning.

**Responsibilities and Duties: (but not limited to)**

* Load, unload and move products and materials by hand or using basic material handling equipment
* Perform other material handling activities such as counting, weighing, sorting, packing and unpacking
* Report any discrepancies in inventory to management
* Complete all necessary paperwork at the end of the shift, including daily logs, other paperwork items as required
* Tag, mark, or label stock items and ensure they are placed in correct storage location
* Adhere to established safe working procedures and wear the proper use of required personal protective equipment
* Manage inventory of shipping materials and supplies, communicate needs with proper time before stock-out
* Ensure outputs meet production schedules, safety and quality standards, as well as customer needs
* Ensure compliance with company policies and standards for cost control, waste reduction, quality, and complete on-time delivery
* Communicate with team leader, supervisor, and other shop personnel for assignments and to resolve equipment, systems or quality issues
* Remove parts or completed products from conveyors and manually pack goods into bags, boxes, or other pallets/containers

**Qualifications and Skills:**

* A Secondary school or equivalent level of education
* Ability to work reliably from verbal and written instructions
* Ability to apply general math skills
* Ability to communicate in English both verbally and in writing
* Ability to learn/use computer programs on the job
* Ability to work individually as well as part of a team in a safe and responsible manner
* Ability to read and interpret documents such as safety rules, instructions and procedure manuals
* Provide client/customer focus
* Ability to pay attention to details
* Previous warehouse training or experience is preferred but not required
* Forklift Operation Certification will be considered an advantage

**Physical Demands & Working Conditions:**

* Physical ability to regularly lift, carry, and position: regularly up to 10 lbs; frequently up to 30 lbs
* Physical ability to handle objects, tools, and/or controls
* Physical ability to stand for a significant period and walk continuously
* Ability to operate and/or be certified on various power walkie equipment
* Ability to work in a warehouse environment which will expose the incumbent to a variety of noise and potential variations of temperature.
* Use of required personal protective equipment

Please submit a resume or cover letter to

Human Resources

MDM BUSINESS SOLUTIONS INC.

6-2300 Bristol Circle, Oakville, ON L6H 5S3

**Email:** **mdmhr@mdmgroup.ca**

***MDM BUSINESS SOLUTIONS INC.*** *is an Equal Opportunity Employer.*

*We are committed to promote a diverse, inclusive, accessible, merit-based, respectful, and equitable workforce. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*