

Job title **Warehouse Associate Lead**

Employment type **Full Time**

Reports to **Plant Manager**

Hours of work **8:30 am – 5:00 pm**

WE ARE HIRING

Send resumes to: WeAreHiring@fmo.ca

Location: 6 Kenview Blvd., Brampton

Job Purpose

The main purpose of the Warehouse & Fulfillment Associate Lead is to manage and perform a variety of tasks in packaging, shipping, receiving, storing/warehousing, and accounting for inventory materials in order to fulfill orders and maintain appropriate inventory levels efficiently. Ensures all fulfillment orders are executed in a timely manner while meeting company quality, accuracy, productivity and customer service objectives and leading a staff of three (3) team members.

Duties and Responsibilities

- Must be on time and ready to work at scheduled shift start time.
- Responds to unforeseen issues and challenges and prioritizes work depending upon customer needs.
- Ensure accuracy of order fulfillment (picking, packing, loading, and shipping).
- Pick and pack orders according to requirements.
- Unload and accurately receive incoming product; includes inspecting for and reporting damage to management.
- Complete production orders accurately and safely in a timely manner.
- Assist with inventory control management and follow strict processes for the handling of all incoming and outgoing shipments.
- Operating a hi-reach order picker forklift.
- Organize the warehouse in a very structured manner.
- Cleans work areas, clears any hazards and contributes to the general upkeep.
- Work overtime on weekdays or weekends as needed and assigned by supervisor.
- Assists in other production related duties as assigned by management.

Abilities Required

- Computer knowledge and experience
- Forklift experience, preference given to certified operators. Able to work at heights, position requires you to operate a high reach aisle order picker.
- Ability to work independently without constant direct supervision.

- Extended time on feet; walking distances up to 200 feet.
- Frequent stooping, bending, walking, carrying, and lifting (up to 50 lbs.)
- Very detail oriented
- Ability to read and write English proficiently

Working Conditions

You will be required to stand and walk around 90% of your shift and safety shoes is mandatory.