



Warehouse Attendant

As a member of our team you will have a positive impact on business efficiency through inventory management, loss reduction and effective record-keeping.

You will also have a positive impact on sales and customer satisfaction by providing an exceptional shopping environment through your dedication to ensuring products are available to customers on the sales floor.

Your role will include assisting customers during their shopping experience by providing information on products and services, and addressing customers' special needs.

You will ensure a positive company image through adherence to our Customer Service Charter and Business Policies & Procedures.

Above all else, you will ensure a safe and healthy work environment through your attention to detail in all aspects of maintenance and work place safety.



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REQUIREMENTS:

- Valid Worker Health and Safety Awareness Certificate
- Valid Smoke Free Ontario Act: Vendor Training Certificate
- Computer literacy
- Excellent communication skills
- Ability to work as part of a team and independently
- Ability to follow instructions and procedures
- Effective time management skills
- Strong work ethic and integrity
- Ability to work in hot / cold environments
- Ability to lift up to 50 pounds / 23 kilograms
- Uniform requirement
- Reliable transportation



GENERAL DUTIES:

- Adherence to applicable health and sanitation procedures.
- Protect employees, customers and visitors through enforcement of safe work practices.
- Provide immediate and undivided attention to each customer.
- Follow through on all customer questions and requests.
- Provide customers with consistent and exceptional service.
- Bagging purchases and carry-out assistance.
- Maintain proper signage.
- Interaction with supplier agents and delivery companies.
- General cleaning duties company-wide.
- Assist management in theft prevention measures.
- Support store and resort programs.
- Answer department telephone calls promptly and with excellent phone etiquette.

PRIMARY DUTIES:

- Receiving of deliveries, order processing and record-keeping.
- Organization and maintenance of warehouse stock.
- Ensure correct retail pricing signage.
- Management of product Best Before and Expiration dates.
- Maintain sales floor stock levels.
- Provide customer service through active engagement, assistance, and product knowledge.

EQUIPMENT:

- Computer hardware and software.
- Printing equipment.
- POS hardware and software.
- Manual pallet jack.

This job description is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned.