



CAREER OPPORTUNITY

WAREHOUSE CLERK

TITLE: Warehouse Clerk
DEPARTMENT: Materials/Production
REPORTS TO: Materials and Production Manager

Hard-Line is a global leader in mine automation, network backbone connectivity and mine production optimization. Our vision is to provide enabling technology that will integrate and connect all aspects of safe mine operation.

Hard-Line is an equal opportunity employer that offers an excellent benefit package, RRSP match program and a strong focus on continuous training and development.

We are currently seeking a **Warehouse Clerk** to join our team!

JOB SUMMARY

The Warehouse Clerk is responsible for ensuring the accurate processing of incoming and outgoing shipments. The Warehouse Clerk must load and unload shipments regularly, with the capacity of repetitive heavy lifting, and use any necessary equipment. Other responsibilities include the inspection of incoming and outgoing shipments to verify contents and quality.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Pull parts according to manufacturing orders.
- Receive and process ad-hoc parts requests into and out of warehouse.
- Match incoming and outgoing product with purchase orders.
- Process all required paperwork and maintain adequate records for reporting and tracking.
- Conduct cycle counts.
- Manage inventory of shipping materials and supplies.
- Use of bar code scanners to track inventory
- Sort and distribute incoming shipments.
- Investigate and report discrepancies to immediate supervisor.
- Ensure proper housekeeping.
- Assist in warehouse projects and process changes.
- Load, unload and move products and materials by hand or by using basic material handling equipment.
- Perform other material handling activities such as counting, weighing, sorting, packing and unpacking.
- Maintain safe work environment.
- Maintain organized work area according to policies, procedures and safety regulations.
- Perform other duties as assigned.

QUALIFICATIONS

- High school diploma
- Experience working in an ISO 9001 environment is an asset

CORE COMPETENCIES

- Ability to perform repetitive heavy lifting
- Ability to communicate verbally and in writing
- Basic mathematical skills
- Ability to weigh and measure items
- Working knowledge of safe lifting methods.
- Attention to detail
- Good organizational, time management and prioritizing skills
- Ability to work in a team environment
- Ability to operate a forklift and other equipment

WORKING CONDITIONS

- Ability to lift or move up to 50 lbs
- May be exposed to elements such as noise, dust, odors, fumes and oils

Interested candidates are encouraged to submit a resume to info@hard-line.com

Hard-Line welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in HARD-LINE although due to the volume of applications only those applicants selected for an interview will be contacted.