



Warehouse Associate – Job Description

Neatfreak Group is a manufacturer of home organizational products. Our products are distributed globally; sold online and through many of the world's largest retailers, including Wal-Mart, Costco, Home Depot, Lowes, and many others.

HOURLY WAGE – Full Time – Rate of Pay \$18.00Hr

As part of the warehouse team, you will be required to perform all tasks related to both inbound and outbound operations:

- Receiving
 - Including, but not limited to, ensuring drivers shut off the truck and chock vehicle tires prior to beginning the work; then safely unloading inbound containers, sorting, palletizing, wrapping, and putting-away.
- Picking
 - Including, but not limited to, accurate selection of items, labelling, palletizing, wrapping and staging
- Shipping
 - Including, but not limited to, safe and accurate loading of outbound containers/trailers, ensuring drivers shut off the truck, and chock vehicle tires prior to loading any order
- Re-Work
 - Occasionally items need to be re-boxed, re-labelled, or re-worked in some other way to meet customers' requirements

Requirements / Certifications:

- Positive attitude, and reliability are critical elements.
- Safe operation of all material handling equipment – all workers (will be) certified for:
 - Forklift Operators (counter balance)
 - Reach truck (narrow aisle)
- An ability to be organized while under deadline pressures and heavy workload (did I mention positive attitude and reliability? I did... just checking)

- Maintain quality of service by following expected organizational standards
- Maintain safe/clean work environment by keeping shelves, pallet area, and workstations neat
- Maintain clean shipping supply area; in compliance with procedures, rules, and regulations.
- Be respectful, courteous, helpful and always understand you are part of a team that must work together to achieve corporate goals – your input is valuable and essential to our success.

Our facility is located at:

1800 Vincent Massey Drive in Cornwall.

TO APPLY FOR THIS POSITION:

Send your resume to:

Mark Finstad

mfinstad@neatfreak.com

Director North America Operations