

JOB DESCRIPTION

Job Title	Warehouseperson
Department	Sales and Warehouse
Reports to	Branch Manager

About us

Refrigerative Supply is a wholesale distributor of equipment and parts to the HVAC & Refrigeration trade. Founded in 1945, we have been serving Western Canada through 14 branches and pride ourselves on having exceptional customer service, knowledgeable staff, and a well-stocked inventory.

About the Role

The Warehouseperson performs warehouse duties and functions to support inventory integrity, order processing – picking, packing, staging, shipping, and general maintenance and housekeeping duties to ensure a safe, clean, and orderly work environment.

Duties and Responsibilities

- Accurately receives and effectively puts away product to utilize time efficiently.
- Receives product from branch transfers to fulfill customer orders.
- Receives product, process customer backorders and branch stock replenishment in order to have product available for sale.
- Accurately picks and prepares shipping orders to meet shipping cutoff times and processes orders according to all regulatory standards.
- Replenishes and maintains showroom stock to create an appealing well-stocked environment for customers.
- May be assigned facilities maintenance duties as needed (sweeping, dusting, and mopping).
- Supports customer service by assisting customers picking up and loading product.
- Actively participates in all regulatory training and other company training initiatives.
- Participates in annual inventory.

Skills and Qualifications

- 1-year warehouse / material handling experience preferred.
- Able to follow verbal and written instructions with minimal supervision.
- Is open to feedback and takes responsibility for personal development.
- This position utilizes both manual and power material handling equipment to perform job functions, such as pallet jacks, forklifts, etc. Employees in this position must be able to regularly lift up to 50 pounds unassisted and heavier loads with assistance; the majority of time is spent standing and walking. You must have the ability to climb, bend, squat, reach, grasp and lift.
- Must have flexibility in their work schedule as they may be asked to work an occasional Saturday.
- Must be able to handle multiple tasks.
- Works easily with others in a high paced work environment.
- Be energetic and self-motivated.
- Maintain a business-like manner at all times.
- Dedicated to continuous improvement.
- Excellent communication skills.

Not just a job, a career opportunity!

Leading in the air conditioning, refrigeration and heating sectors for more than 70 years, we know that talented people are essential to maintaining our success in the future. Refrigerative Supply provides an environment where employees leverage their skills, talents, experience and interests to grow professionally and build rewarding careers.

How to apply

Please send your cover letter and resume to hr@rsl.ca with the position title in the subject line.

Refrigerative Supply is an equal opportunities employer. We would like to thank all applicants for their interest; however, only those selected will be contacted.