

Job Description

Title: Warehouse Assistant

Updated October 2019

Location: Sto Sales Centre - Toronto

Reports to: SalesCentre Supervisor

Purpose:

Sto, a global innovation leader of façade insulation (EIFS) and high performance coatings, is seeking a skilled Warehouse Assistant. This position will assist with the operation of a warehouse or storeroom; receiving, stocking, processing and distributing materials.

Essential Duties & Responsibilities (includes, but not limited to):

- Identify, receive, inspect and unload delivery trucks for disbursement of goods.
- Pull orders from shelves and prepare them for loading.
- Complete daily forklift inspection checklist.
- Assist in periodic inventories of goods.
- Record inventory of materials or items received or distributed via appropriate computer program.
- Maintain the warehouse and store is accessible and safe for salespeople and customer traffic.
- Ensure that all paperwork is properly filed for record-keeping.
- Perform minor repairs.
- Learn the Sto colour program and how to tint pails of finish and coatings.
- Create colour and texture samples, including matching requested colours.
- Perform other duties as assigned.

Knowledge/Skills/Abilities:

- General knowledge of warehouse/storeroom and inventory practices.

- Must possess ability to count and inspect materials accurately and thoroughly.
- Strong organizational and interpersonal skills are necessary to meet the demands of the position.
- Must possess ability to count and inspect materials accurately and thoroughly.
- Ability to operate forklift and common warehouse equipment.
- Ability to establish and maintain effective working relationships with associates.
- Ability to follow oral and written instructions in English.
- Must have strong customer service skills and the ability to multi-task.
- Flexible about work assignments.
- Dependable.
- Self-starting.

Education/Experience:

- High school diploma or GED; or equivalent combination of education and experience.
- One year of prior warehouse technician experience.

Physical/Mental/Environmental Demands:

- This job involves the following physical demands: Walking, standing, bending, stretching, using hands and fingers to hold, grasp, push, and lift items.
- A large percentage of work time is spent in a warehouse where temperatures can range from cool to hot and noise level can be moderate to high.
- Must be able to lift up to 75 lbs.

* Must be willing and able to work off-hours and overtime on the weekends as needed.

To Apply:

Submit your resume and cover letter to jobs@StoCorp.com. Job ID: WT-CA