

## **Job Description**

**Title:** Warehouse Associate

Updated August 17, 2021

**Location:** Sto Sales Centre - Niagara

**Reports to:** Operations Manager

### **Purpose:**

Sto, a global innovation leader of façade insulation (EIFS) and high performance coatings, is seeking a skilled Warehouse Associate. 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.
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- 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.
- Some computer experience an asset

**Education/Experience:**

- High school diploma or GED; or equivalent combination of education and 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](mailto:jobs@StoCorp.com). Job ID: WT-CA