



**Title: Warehouse Associate**

**Location: Burnaby, BC**

**Reports to: Warehouse Manager**

**Department: Warehouse**

### **Scope of the Position**

The Warehouse Associate will be responsible for picking, packing, wrapping, and labeling products in an efficient manner. This position is also responsible for the loading and unloading of regular shipments, which may include heavy lifting up to and including 50 lbs, and the use of any necessary equipment.

### **Major Responsibilities**

- Picking orders accurately and in a timely manner
- Putting inventory away in its correct location
- Packing, wrapping and labeling products onto skids.
- Loading and unloading trucks
- Makes sure that incoming and outgoing products and material are in good condition
- Responsible for carrying out assigned housekeeping tasks
- Responsible for carrying out any other duties assigned by management

### **Skills and Qualifications**

- Minimum one year of Warehouse experience
- Basic math skills
- Responsible and reliable
- Able to lift a minimum 50 lbs
- Strong communication skills
- Accuracy in following instructions

**Application Method: [jobs@robertson-electirc.com](mailto:jobs@robertson-electirc.com) Be sure to mention the Job Title in your subject line.**

*Robertson Electric is an equal opportunity employer.*

*Please be informed that the position is conditional upon successful completion of a Mandatory Criminal background check. We wish to thank all applicants for their interest but advise that only those selected for an interview will be contacted.*