



White Rock Mechanical

Warehouse / Inventory staff needed!

White Rock Mechanical has immediate employment opportunities for multiple warehouse staff.

Warehouse responsibilities

- Inventory and material ordering
- Order picking, based on field requests
- Prepping for future orders, using appropriate buildups
- Back shop/stock room cleanliness
- Site delivery where appropriate
- Shipping and receiving inventory as needed
- Securing the proper POs for tracking
- Ensuring returns are accounted for
- Returning all material to appropriate locations both internally and externally

Position Requirements

- Clean driving abstract
- Excellent Organizational skills
- Knowledge of shipping and receiving processes
- Strong inventory management skills
- Willingness to adhere to all safety practices
- Ability to use computer technology and programs to keep record of materials
- Skills to work well with others
- Valid Forklift certification, first-aid and WHMIS (GHS) all considered assets

Wages and benefits package to be determined by experience.

Please send resume to matt@whiterockmech.com