



# Position Description

## Warehouse Associate.

POSITION TYPE: EMPLOYEE

REPORTS TO: GENERAL MANAGER OR DESIGNATE

### POSITION SUMMARY

The Warehouse Associate works seasonally, from April through September. Based out of our Richmond office, the Warehouse Associate maintains the warehouse space, picks up and delivers supplies, prepares items for shipping, receives deliveries and assists with Airport Operations as necessary. This is a part time seasonal position. Some weekend work may be required.

### KEY DUTIES AND RESPONSIBILITIES

- Coordinates office recycling and garbage programs
- Uses company vehicle to pick up and deliver throughout Lower Mainland. Performs minor maintenance on vehicles and equipment
- Handles all shipping needs, including packaging, labelling, manifests, etc.
- Operates forklift, hand trucks, etc. as necessary
- Assists airport crew as necessary
- Other related duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer service skills , including verbal, written and interpersonal communication skills
- Basic level computer skills using MS Office
- Physical capacity – lift up to 50 pounds
- Strong organizational, detail, and multi-tasking/ problem solving skills; deadline oriented

Ability to work independently and in a team environment

### TRAINING, EDUCATION AND EXPERIENCE

- Grade 12 or equivalent required. Additional post-secondary education/training an asset
- Previous experience working in a customer service position is required. Experience in tourism industry would be an asset
- Valid B.C. Class 5 Driver's License and clean driver's abstract required
- Forklift driver certification required

Transportation of dangerous goods certification an asset Or the equivalent combination of training, skills and experience.