

## **WAREHOUSE ASSOCIATE**

**JOB TITLE:** Warehouse Associate  
**DEPARTMENT:** Operations  
**SUPERVISOR:** Procurement & Inventory Control Supervisor  
**JOB TYPE:** Full-time  
**LOCATION:** 24 Haniak Rd, Rosslyn – ON

Smart Modular Canada is a modular buildings manufacturer. From micro homes to hotels, we build to last. We are a fast-growing energetic company building quality homes and buildings for all Northern Ontario and beyond. Our philosophy is one of a family atmosphere with great people to work with. We offer a climate-controlled experience when working within the factory, with competitive wages, a benefit plan, and a retirement program. Here skilled craftspeople have a regular schedule, are not dependent on weather conditions, and do not have the headaches associated with repair/emergency work. Come build your future with us!

### **GENERAL JOB DESCRIPTION**

A Warehouse Associate works to ensure that materials are efficiently stored and that production teams have the materials they require in timely advance of need. Under the supervision of the Procurement & Inventory Control Supervisor (or designate), the Warehouse Associate safely manages the movement of materials and products to ensure the safety of employees is maintained and, that no damage occurs to materials, products, buildings, etc.

### **DUTIES AND RESPONSIBILITIES**

- Accurately pick and stage materials and components for production and shipping according to work orders and inventory systems.
- Manage and track high volume consumable inventory.
- Safely operate forklifts and other material handling equipment (pallet jacks, hand trucks, etc.).
- Load and unload trucks, receiving incoming shipments and checking for accuracy and damage.
- Sort, pack, and label products as per directions.
- Transport products to and from warehouse and distribution centers.
- Receive, document and count incoming goods.
- Store products in proper places in warehouse.
- Use of computer systems to enter and retrieve data.
- Record information regarding movements of supplies, materials, and finished products.
- Perform routine warehouse duties including inventory counts, organizing shelves, and keeping work areas clean and orderly.
- Identify and report faulty equipment, damages, and safety concerns to supervisor or designate immediately.
- Work collaboratively with other departments to support production schedules and logistics timelines.
- Move and load hazardous wastes under direction of supervisor.
- Clean work area and equipment regularly by removing empty pallets, wood, and plastic.
- Maintain forklift equipment by performing routine pre and post inspections.
- Follow all company safety guidelines and procedures.
- Keep you supervisor current on your progress and reporting any job-related issues.
- Maintain good housekeeping practices.
- Ensure quality standard performance.
- Prioritize work to meet the production schedule.
- Other duties as assigned.



## QUALIFICATIONS FOR THE JOB

### *Education:*

- High School diploma or equivalent preferred.
- Valid forklift certificate preferred (or willingness to obtain)

### *Experience:*

- Minimum one (1) year experience in a warehouse or distribution environment., preferably in a manufacturing environment.

## QUALIFICATIONS FOR THE JOB

### KEY COMPETENCIES

- High safety conscience and attentive to surroundings.
- Effective communication, strong attention to detail and ability to follow instructions.
- Valid Ontario G license and provide a clean driving abstract.
- Basic math and computer skills (inventory systems experience is an asset).
- Strong problem-solving and troubleshooting skills.
- Ability to work efficiently and effectively in a fast-paced environment.
- Strong work ethic, willingness to learn.
- Positive attitude and willingness to take on additional tasks as needed.
- Excellent time management and organizational skills.
- Ability to work well in a team environment and follow instructions.
- Dependable, punctual, and a team player.
- Competent under the Ontario Health and Safety Act.

## PHYSICAL REQUIREMENTS

- Ability to lift, carry, and move heavy materials up to 75 pounds consistently.
- Requires standing, bending, kneeling, lifting, and walking throughout shift.
- Manual dexterity, spatial acuity, and coordination.
- Exposure to temperature variations, dust, and noise.
- Indoor/outdoor warehouse environment.

To apply please submit your resume to [careers@smartmod.ca](mailto:careers@smartmod.ca).

Due to the number of applications received, only those selected for an interview will be contacted.

Thank you for your interest in Smart Modular Canada.