



Job description

**WAREHOUSE CLERCK AND ASSISTANT LOGISTICS COORDINATOR**

Baléco is a young and dynamic Women Owned and B Corp certified company that creates, manufactures, and distributes a full line of natural home and body care products that are exclusively unscented, efficient, and designed to reduce plastic and water by offering refills and solid options. Our company's mission is to simplify our lifestyle and reduce our collective impact. Our packaging was designed to last forever to encourage a conscious lifestyle. We want to Inspire consumers to adopt a more sustainable lifestyle by changing consumer habits and industry standards.

**Benefits that make a difference**

- Permanent daytime position - Job type: Full time - 40 hours/week
- Competitive salary
- Group insurance plan offered after 3 months, including an annual amount of \$500 for health & wellness.
- 50% discount on all Unscented Co. products
- Workplace that's accessible by car (free parking) or public transportation.
- Free snacks and coffee daily

**Daily responsibilities**

- Package and ship orders from major accounts. You may be required to lift boxes up to 50 pounds.
- Load and unload pallets from transport trucks.
- Reception / Expedition
- Operate an electric pallet jack.
  
- Coordinate transportation of components and keep track of reception dates.
- Review/approve carriers/brokers bills.
- Oversee inventory and reorder points for all components and finished goods.
- Validate order delivery dates and commercial documentation when need be.
- Manage inventory transfers and movements in our ERP system.
- Support logistics with daily needs.
- Support the customer service team with inventory and logistics enquiries.
  
- Maintain the cleanliness and organization of the warehouse.

**Qualifications sought**

- 2 to 3 years of experience in warehouse
- Technical degree or other related and relevant disciplines
- Ability to read, speak and write in English/French
- Ability to work under pressure and prioritize the various tasks to be performed.
- Versatility, autonomy, and resourcefulness

**Summary**

- Schedule: 9 am to 5 pm, Monday to Friday, with the possibility of some flexibility
- Start date: As soon as possible!
- Head office address: 5530 rue Saint-Patrick, Unit 1129, Montréal, QC. H4E 1A8

Send your resume at [manhal@unscentedco.com](mailto:manhal@unscentedco.com)