

Warehouse Clerk

GONGSHOW is looking for part-time Warehouse Clerks to assist in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, and keeping warehouse stocked with essential equipment.

Primary responsibilities:

- Receive trucks and unload merchandise.
- Perform physical count on received goods and on hand inventory.
- Stack and Stock merchandise on racks and bins.
- Place merchandise on pallets or shelves for distribution.
- Pre-assemble boxes and packaging materials for distribution.
- Pre-assemble stock items based on manufacturing work orders.
- Check in merchandise and affix labels.
- Fulfill & ship orders according to company process manual for both retail and online customers.
- Perform facilities maintenance.
- Sort material according to size, type, style, color, or product code.
- Follow all safety codes.
- Carry out tasks as assigned by the warehouse supervisor / manager.

Qualifications:

- 18 years of age or older
- Located in Ottawa, Ontario or can re-locate easily
- A people person – you enjoy socializing, are a happy person that loves life, and enjoy problem solving problems and making people happy.
- A team player - you think of ways to win as a team, not to add trophies to your own collection on individual wins.
- A pair of steel toe work boots is required to work and operate in the warehouse.

Please submit your CV/Resume and portfolio to jobs@gongshowgear.com

No Agencies please – qualified applicants will be contacted for interviews.