



Job Title: Warehouse Associate

Employment Type: Full Time-Permanent

Company Description:

Arctic has in-depth knowledge of the northern Canadian market and the local distribution infrastructure. Our customers range throughout Northern Manitoba, portions of Northern Saskatchewan, North-western Ontario and Nunavut. In order to maintain quality of service for our customers, Arctic has developed significant expertise in all forms of transportation alternatives (land, sea, air, rail), to effectively meet the logistic challenges associated with the magnitude and diversity of the market.

Arctic's core values are simply to strive to become true partners with both our suppliers and customers through relationship building and offering outstanding service to achieve our mutual goals. Arctic Beverages Limited looks forward to launching new marketing programs and projects to continue its growth.

Position Description:

The Warehouse Associate is expected to perform basic responsibilities and should be detail-oriented, adept at operating counterbalance sit down forklifts, stand up forklift, ride on pallet jacks and able to stand for extended periods. Ultimately, the warehouse associate should adhere to all warehouse safety practices as well as demonstrate exceptional organizational, time management, and communication skills.

Job Responsibilities:

- Collect and prepare orders accurately.
- Coordinate customer's orders/shipments with other departments such as Administration, Sales, and Transportation.
- Inspect product to ensure saleable condition with acceptable expiry dates.
- Rotate stocks as needed.
- Help manage and maintain inventory.
- Report discrepancies to immediate supervisor.
- Receive incoming goods and ensure proper documentation accompanies the freight.
- Maintain safe and clean working areas.
- Perform other duties as assigned.

Job Requirements

- High School or equivalent experience and exceptional ability
- Must be able to work flexible start times when business requires
- Able to repetitively lift and move heavy boxes (up to 55lbs)
- Warehouse experience in high-volume distribution or logistics or equivalent experience is an asset



- Experience in loading trailers is preferred for this role
- Experience with Sit down counterbalance Forklift, stand up forklift and electric pallet jack experience is preferred.
- Team player; good communication skills
- Great work ethic, high initiative, self-motivation, and positive attitude
- Ability to multi-task, time management skills, detail-oriented
- Effective problem-solving skills