



**Location: Halifax**

**Warehouse Worker (Receiver/Picker)**

**Full-Time (Contract)**

Maritime Beauty Supply is the leading distributor of professional beauty supplies in the Maritime Provinces. We have a store network of 16 locations representing numerous top professional lines including but not limited to: Redken, Matrix, Tigi, L'Oreal Professionnel, Pureology, Moroccan Oil, Olaplex, Verb, Bain de Terre, Cezanne, Babe, Babyliss, Avanti, Sam Villa, Quannessence, OPI, CND, Allpresan, and Gehwol.

We are currently seeking a Warehouse Worker (Picker/Receiver) for our Halifax head office location. This is a Full-Time contract position with the possibility of becoming permanent. The position requires flexibility in availability. Must be able to work evenings, weekends and regular overtime (OT pay begins at 40 hours).

**Key Responsibilities:**

**Receiver**

- Provide consistent and superior service to all internal and external customers
- To unload goods from delivery vehicles and confirm deliver accuracy on Bill of Lading by counting pallets and/or skids
- Verify accuracy of items shipped to the PO quoted. If no PO is quoted identifying the correct PO prior to receiving by working with the supplier and purchasing
- Identify products that the UPC code is not set up for and work with Purchasing to correct if possible
- Identify items on the shipment that are not on the PO and work with Purchasing to identify if it is inventory or non-inventory and take the appropriate action
- Create bin labels when required
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- Put stock away in correct bin
- Prioritize old stock ahead of new stock by rotating
- Prioritize large days by working with Purchasing to identify order of receiving
- Left over items from the previous day should take priority unless purchasing directs otherwise. You must make purchasing aware of this situation when it arises
- Housekeeping should be done while working in the aisle and the Receiving area should be done at the end of every day
- Help other departments when required
- Work overstock daily
- Bin Maintenance
- Bring Receiving paperwork up frequently throughout the day and the last delivery should be by 3pm
- All other duties as assigned

**Picker**

- To select pick tickets as prioritized and assemble orders by identifying and confirming bin locator, description, quantity and unit of measurement
- Report any inventory discrepancies by recording them on the document provided in your department
- Put items in a plastic tote (bench) or box (stores)
- Make sure paperwork is invoiced when ready and all adjustments are identified to ensure accurate data entry
- Cut tops of boxes when you open a new box
- Work clean-take flaps and empty boxes of the shelf and either reuse or breakdown to dispose of it
- Clean your cart at the end of the night
- Assist with checking of orders (do not check ones you have picked) this is not done in the store department

- Pack checked items for transport
- Prepare waybill for shipment by checking address on pick ticket to address in ship system
- Confirm mode of shipping, special instructions are followed
- Load order on skid
- Wrap skid with heavy boxes on the bottom
- Print waybill
- Housekeeping by sweeping and cleaning carts, empty cardboard and dispose of garbage
- All other duties as assigned

**Requirements and Preferences:**

- Steel toed shoes are required
- Previous warehouse experience preferred
- Ability to focus on positive results
- Ability to work well with others
- Great with small details
- Ability to memorize numbers
- Ability to work in a fast past environment
- Ability to multitask with accuracy

**Safety:**

- Follow all safety procedures
- Correct any safety issues that you can when you see them
- Report safety concerns to your Safety Committee member or Team Leader
- Wear toe protection while working
- Be aware of your right of refusal
- Do not operate equipment without the proper training
- You must have WHMIS training and Transportation of Dangerous Goods Training before you work in the warehouse
- Inspect the stacker and picker prior to use and record findings in the book

**Shaping Success Together:**

The ability of Maritime Beauty Supply to remain competitive and successful in today's world is directly attributable to our employees. These beliefs, our commitment to open lines of communication and our policies and practices, ensure that we all operate in a positive employee relations environment that is supportive of our employees. We value our employees and strive to offer an environment of challenge, continued growth and learning opportunities.

- Medical benefits (Health, Dental and Life Insurances)
- RSP Matching Contribution Plan
- Service Recognition Program
- Enhanced Vacation plan and personal days
- Corporate Charitable Donation Program
- Employee Fitness Program
- Personal, Professional and Career Development Program
- Maternity Leave Top-Up

**Apply online by visiting [www.JoinTeamMbs.ca](http://www.JoinTeamMbs.ca).**

*While we thank all candidates for their interest, only those candidates being considered will be contacted. No telephone calls please.*

*Maritime Beauty Supply is an equal opportunity employer.*