



3360 10th Street
Nisku, Alberta, T9E 1E7 Canada
Tel: (780) 395-2500
Tel: (800) 447-4230

Position: Warehouse Associate

Reports to: Operations Manager

Job Summary

The Warehouse Associate role supports our Company's warehouse operations. This role will perform various warehouse activities such as receiving, input, sorting, loading and unloading inventory/products and all other duties as assigned.

Duties and Responsibilities

- Cycle count and turn into Receptionist/Annick for posting. If any errors are found report to Mike.
- Pull orders for transfers, direct ships for other branches, and local Canadian orders in a timely and safe manner. All orders require 2 sign offs' prior to packaging. All valves sold require the heat or serial numbers to be recorded on the pick ticket.
- Make metal tags for valves as requested.
- Review all documents including MTR's, drawings, loc, customs, commercial invoices and B13A forms to make sure they are correct and go with the shipments as requested on the order.
- Fill out truck bills and call carriers or customers for pickup of all orders
- Return prior days completed orders to Receptionist/Annick to match up to her invoices and filing.
- Receive all incoming orders, example transfers, buyout purchase orders, production orders, RMA and stock purchase orders. Turn into Receptionist/Annick for processing.
- Maintain inventory as per bin location. If anything is moved or re-organized, fill out bin location movement form and turn into Mike.
- Operate both forklifts for loading and unloading in a safe manner.
- Pickup and deliver with company truck, orders for local customers, and mod shop orders.
- Keep shipping area, racks and floors clean at all times. A clean workplace is a safe one.
- Weight all stock pallets prior to loading on the rack to ensure all racks are within the load rating per rack/section.
- Keep company shop truck clean all times, inside and out.
- Order shop supplies as needed, which is approved by Mike
- Most of everything we do is followed by AIV's Procedure Manuals supplied by head office. If more detail is required, refer to these manuals for step-by-step instructions for each job function.



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Knowledge, Skills and Abilities

- Good interpersonal and verbal communication skills
- Must have adequate comprehension skills to follow operational and safety regulations and instructions.
- Must be certified to operate freight lifting vehicles and trained to operate them.

Education and Qualifications

- Forklift Operator Safety Training