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## Big Country Raw Job Posting

**Title:** Order Fulfillment Team member

**Location:** Calgary, Alberta

**Employment Status:** Full-Time

**Estimated Start Date:** 1<sup>st</sup> Week of August

### Overall Accountability

The Order Fulfillment Team member is responsible for the timely and accurate receipt, unloading, storing, order picking, loading and shipment of all products within the warehouse. Their primary goal is to work as efficiently and effectively as possible, while ensuring that they adhere to all health and safety policies and procedures.

### Key Responsibilities

- Pick, assemble and load orders for shipment, both manually and with a Lift truck.
- Ensure all orders are picked accurately, ensuring excellent customer service.
- Perform general physical activities to load, unload, sort and move products around the warehouse and report product shortages to the Warehouse Manager.
- Communicate with Warehouse Manager and Drivers regarding daily orders and deliveries.
- Ensure all shipments are stacked, wrapped, and labeled according to BCR standards and customer requirements.
- Ensure quality control measures have been adhered to prior to shipment (safe for transport, no ripped boxes, etc.)
- Perform work in varying temperature environments.
- Keep work area clean and organized.
- Help ensure a safe and healthy work environment through the companies Health and Safety program, reporting any workplace health & safety concerns to the Warehouse Manager.
- Perform any other duties as assigned by the Warehouse Manager.

### Reporting Relationships

Reports to: Warehouse Manager

Direct Reports: None

### Qualifications & Experience

- Minimum 2 years' experience General Warehouse / order picking / packing.
- Ability to lift from 30 to 50 lbs.
- Valid Class 3 licence is an asset
- Acceptable drivers abstract

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- Able to work in a warehouse environment including a commercial size freezer.
- A valid forklift licence.

### Competencies

- Self-Motivated
- Detail Oriented
- Able to work in a fast-paced environment
- Flexible / Agile
- Team Oriented
- Customer Focus
- Strong Communication skills

We offer competitive wages a comprehensive benefit plan and the opportunity to work with great people! If you are someone who is enthusiastic, customer service orientated and enjoys a fast-paced environment (which makes the day fly by!) then this job is for you! Flexibility is required as this is a small team and there are a variety of duties to be completed in a day.

### HOW TO APPLY:

Please submit your resume via the **Indeed Job site** for Canada.

Applications must be submitted prior to June 26, 2020.

We are conducting an internal and external search simultaneously. We wish to thank all applicants for their interest however only those applicants selected for an interview will be contacted.

Big Country Raw is committed to meeting the needs of persons with temporary and/or permanent disabilities in a way that allows them to maintain their dignity and independence. We are happy to discuss any need for accommodation in the workplace and will make an effort to meet those needs in a timely manner by preventing and removing barriers to accessibility in the areas of information, communications and employment.

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