



Food for pets,
naturally.

Order Fulfillment Team Member

Big Country Raw is a leading raw pet food company, where we are truly passionate about what we do! We are proud of who we are, committed to the product we make, and care about the customers we serve. It is a place where we encourage each other to challenge the status quo so that we may achieve great things now and in the future.

Our head office and main facility are located in Smithville, Ontario, which is where all of our product is made. It is then shipped to Calgary where we have a small but mighty team handling distribution throughout Western Canada. As the company expands, we're looking for a motivated, hardworking, and friendly individual to add to the team. If you think this could be you, keep reading!

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 **temperature-controlled (-10°C) warehouse**. Their primary goal is to work as efficiently and effectively as possible, which is often achieved through routine work and repetitive tasks. Here, the ideal candidate will be successful by utilizing their strong organizational skills and attention to detail.

While the day to day work can be routine, it's often counter-balanced with orders and situations that require all team members to be flexible and agile in finding solutions. We're looking for someone who can shift easily from their typical work tasks to creative problem solving. If you are someone who enjoys working with others to achieve a common goal, this may be the role for you!

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.)

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- Perform work in varying temperature environments.
- Keep work area clean and organized.
- Support a safe and healthy work environment by following all Health and Safety protocols/procedures, reporting any concerns to the Warehouse Manager, and otherwise adhering to the company's Health and Safety program.
- Perform any other duties as assigned by the Warehouse Manager.

Qualifications & Experience

- Minimum 2 years' experience General Warehouse / order picking / packing.
- Ability to lift from 30 to 50 lbs.
- Valid Class 3 licence with an acceptable driver's abstract is an asset.
- Able to work in a warehouse environment including a commercial size freezer.
- A valid forklift licence or previous experience operating a forklift.

Competencies

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

Job Type: Full Time

Hours of work: Monday to Friday, 7:45am-4pm

How to Apply:

Please submit a copy of your resume and cover letter via email to kathleen@bigcountryraw.ca

Applications must be submitted prior to May 18th, 2021.

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.

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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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