



WAREHOUSE ASSISTANT

The Warehouse Assistant is responsible for supporting the Warehouse Supervisor in all activities related to reception, deliveries, bagging and housekeeping of the feed mill warehouse.

Employment Type: Full Time Permanent

Reports to: Mill Supervisor

Location: Maxville, ON

Salary: based on qualifications and experience

Company Background

When MacEwen Agricentre first opened its doors in 1983, it was a team of just three employees. With capital investments consistently improving MacEwen Agricentre's facilities, the company continues to grow and strives to be the best. MacEwen Agricentre now employs over 100 employees.

WE OFFER

An attractive salary, Group Benefits: Life Insurance, Long Term Disability, Extended Health Care, Dental Care and AD&D, Group RRSP (Registered Retirement Savings Plan), a Well-Fit Program, Eyewear Coverage, Vacation Pay, Statutory Holidays, opportunity for growth, free parking, etc.

Warehouse Assistant

- Preparation of customer deliveries on pallets
- When required, wrap pallets in a manner which ensures that bags will not collapse in transit
- Package product for shipment by bagging, and labeling product
- Rotate stock and date stamp all feed produced in the feed mill
- Utilization of forklifts, carts, hand trucks, and pallet jacks to transport product throughout the warehouse and during the preparation of shipments to external customers
- Refiling tote bins and micro bins when necessary
- Toting bulk products
- Available to help for delivering bagged feed
- Ensure cleanliness of the warehouse
- Complete all Housekeeping duties as indicated in our Sanitation Program
- Comply with Feed Assure Program and company Health and Safety Procedures
- Assist the Warehouse Supervisor with other duties as can be reasonably required
- Work with customers in a courteous and professional manner.
- Lift & load up to 40kgs packages.



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- Work additional hours to meet business demands including afternoon / evening shifts.
- Any additional tasks as assigned from time-to-time.

Health and Safety

- Operate only equipment and machinery for which training has been received, in a safe and effective manner;
- Report any equipment malfunctions immediately to the Supervisor, having secured the equipment;
- Wear personal protective equipment as approved;
- Comply with all Company Health and Safety Policies;
- Must have a strong sense of the need for safe and healthy work environment.

Required Education and Qualifications

- High school diploma
- Warehouse experience is an asset
- A valid Class G license
- Clean driver's Abstract
- Clean criminal record check
- Forklift certification and experience in operating this equipment would be an asset

Skills and Abilities

- Mechanically inclined
- Team work
- Quality orientation
- Planning and organizing
- Problem solving
- Accountability and dependability

WORKING CONDITIONS (unusual level of condition – measured according to duration, intensity and frequency)	
Physical Effort (physical activity – lifting, carrying, physical motion)	Significant physical activity, repetitive and regular lifting up to 40kgs
Physical Environment (temperature, noise, other environmental or hazardous conditions)	Outdoors with some exposure to chemicals, dust, warm & cold environment



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Key Personal Attributes

- Hard working and takes direction
- Perform other duties as assigned
- Positively leads by example
- Learns quickly
- Ability to handle and lift medium to heavy bags/ loads (up to 40kgs) independently and with assistance
- Decision-making and problem-solving skills
- Must demonstrate a high degree of safety consciousness
- Ability to foster a teamwork environment
- Accuracy and attention to detail
- Communication skills
- Bilingual (English/ French) would be an asset
- Customer service orientation

To apply for this position please send your resume by email to
j.franche@macewenag.com

Please note that only candidates who are selected for an interview will be contacted.