

Warehouse Person, Distribution (Evenings)

IVC Vita Health

Job Description

Under the direction of the Distribution Supervisor and/or Lead Hand, and within the policies, standards and procedures of Vita Health Products Inc., this position will be responsible for Distribution Warehouse duties.

Specific Duties:

- Willing to step in as the back-up Distribution Lead Hand, when necessary, as required by the business.
- Willing to obtain RPIC status and undergo a criminal record check.
- Must be willing to be certified in First Aid & CPR.
- Trains new staff as required.
- Demonstrated ability to work in a fast-paced environment and meet timelines as required.
- Must be able to immediately obtain forklift certification and display proficiency operating both reach truck and counterbalance forklifts during the training period and during employment thereafter.
- Demonstrated ability to pay close attention to detail and perform accurate mathematical calculations.
- Complete required documentation and RF gun transfers accurately.
- Moving finished products from the receiving dock and putting into home or overflow locations.
- Daily cycle counts, and inventory checks as required.
- Picking and preparing materials for the Assemblers.
- Replenishing home locations with stock as required by the picker/packers.
- Return packaging materials and supplies to the warehouse.
- Rotate stock and maintain warehouse locations for finished products and packaging components.
- Maintain the cleanliness of the warehouse as per GMP guidelines.
- Follows all SOP's and GMP's as applicable.
- Ability to lift a minimum of 50 lbs. on a regular basis.
- Performs other duties as assigned by the Distribution Supervisor and/or Distribution Lead Hand.
- The successful candidate will be required to do their training on the day shift 7am to 3pm

Additional Information

- Unionized position
- Highly regulated working environment, all employees are required to speak English during shift (especially on the plant floor) for safety reasons.

Hours: Full Time (Monday through Friday - 3:00pm – 11:00pm)

Wage: \$16.37 /hrs (with Evening Shift premium of \$0.80/hrs)

Language Level: Intermediate (Must be able to Communicate Effectively and Understanding Safety Procedure)

Location: Winnipeg, Manitoba (Warehouse: 310 Debaets Street)

Public Transportation might only available during Day Shift (7am – 3pm), all other shifts will need to have reliable transportation to and from work.

Contact:

Alyssa Bates, Human Resources Coordinator

Email: abates@vitahealth.ca