



Job Description

Warehouse Associate

Concord, Ontario, Canada

About H&K

H&K International is a leading global supplier of kitchen equipment and related services to the foodservice industry. With a long-established reputation for quality products, precision manufacturing and exceptional customer service, H&K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia and Asia.

Summary: The warehouse clerk is able to perform all tasks that assist in the overall operation of the warehouse. Classifications are determined by management of H&K and are based on experience, skill and ability.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ensures the timely and accurate receipts of finished goods, trim and RMA's into the Orion system.
- Works closely with other departments to gather the necessary information that will allow the timely receipt of all deliveries.
- Notifies the appropriate member of management in the event goods are damaged or if overages/shortages are discovered.
- Ensures that receipts are processed in a timely manner and product is moved to correct location within the warehouse.
- Ensures all orders are closed out in Orion after shipment.
- Files documents and enters data into system as required.
- Responsible for the safe loading/unloading of trucks by driving a sit down forklift.
- Able to assist in all areas of warehouse including receiving and crating.
- Other duties throughout warehouse may be required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.