

JOB POSTING / AVIS D'EMPLOI

Job Title / Titre du poste:	DNL Canada Staff Member
Position/ Poste:	Full Time
Salary/Wage / Salaire/:	\$36,000.00
Location / Endroit:	Ottawa – 5310 Canotek Road, Unit 2
Language Requirements / Exigences linguistiques:	English
Posting Expires/ L'offre d'emploi termine:	15 Nov 2020
Posted By/Affiché par:	Kenneth Binda

Employer Name and Contact Information/Nom de l'employeur et coordonnées :

Kenneth Binda CEO
DNL Canada
5310 Canotek Road, Unit 2/4
K1J9N5
Email: kenneth@nutrition.ca
(613) 983-8795

Position Summary/ Résumé du poste:

DNL Canada an Ottawa based product distributor seeks a qualified candidate to fill a full-time opening in our distribution center. Job responsibilities include receiving, picking, packing, cycle counting and light assembly. Qualified candidates should be proficient on the computer (Canada Post manifest systems – internet, excel, word). They should have a working knowledge of distribution operational issues including inventory movement, cycle counting, return processing, distribution organization, and order fulfillment. Accuracy and attention to detail are important. For the full-time employee, we offer a smoke-free / drug-free workplace, and a clean light and friendly industrial work environment. Applicants wishing to be considered must send resume. Individuals seeking first time employment welcome to apply.

Job Description/ Description de Poste :

RESPONSIBILITIES

- Accurately pulls, fills, packs and sets up orders for delivery or pickup.
- Organizes shipment priorities, such as Canada Post, commercial carrier, daily, job site and will call and stages the orders in uniform fashion for ease of loading and verification.
- Assists in loading the delivery truck.
- Receives shipments, logs into inventory, maintains inventory through audits.
- Locates manufacturer's packing list, verifies receipt of each item listed, signs and attaches packing list to each bill of lading.
- Signs and dates freight bill noting all adjustments and/or damage to product and reports any quality or inventory discrepancy issues to the appropriate person.
- Communicates positively with supervisors, sales staff, fellow workers to coordinate deliveries/pick-up.
- Moves all inventory into allocated spaces within warehouse.
- Assists in keeping facility clean, neat, safe and operating efficiently.
- Processes returns accurately.

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- Attends product knowledge meetings as required by management.
- Assists in keeping facility secure. Ensures all equipment is stored at end of day and all doors and gates are secured.
- Maintains proficiency in computerized systems and other technologies as required.

Qualifications:

- High school diploma or GED.
- Computer experience with Internet, Outlook, Excel and Microsoft Word required.
- Prior experience in product distribution a benefit.
- Ability to maneuver packages, some weighing up to 35 pounds.
- Good communication skills, both written and verbal.
- Follow and carry out instructions with minimal supervision.
- Good interpersonal skills and friendly disposition with fellow workers.

How to Apply / Comment Faire une demande

Send Resume to/ Envoyer CV à:	Kenneth Binda
Email / adresse électronique :	kenneth@nutrition.ca
Fax Number/ Numéro de fax :	Not Available
Telephone/ téléphone:	(613) 983-8795
Deadline for Applications/ Date limite pour les demandes :	15 Nov 2020