

Warehouse Associate(Shipping/Receiving/Kitting)

Edmonton, AB

Founded in Edmonton in 1990, Hi-Tech Seals is a leading Canadian seal distribution company, with a longstanding commitment to customer service. The Company's technical sales staff works closely with customers to find the best solution for sealing needs. We provide a complete line of sealing products, along with molded rubber, cast urethane, gaskets, plastics, ceramics, and tungsten carbide parts as well as custom machining to meet our customer's needs. In over 29 years Hi-Tech Seals has grown to five locations across Canada and one location in Texas providing products that perform beyond the customer's expectations.

At Hi-Tech Seals our people are a key competitive advantage. We are committed to the professional development and education our employees and offer an extensive in-house training library. In addition, Hi-Tech Seals encourages employees to explore external training and offers access to funding as part of our commitment to employee development and career advancement.

Join a company that excels in developing and empowering employees to reach their potential.

Position Synopsis:

The Warehouse associate position at Hi-Tech Seals is an important key role that requires strong attention to detail, mechanical aptitude, an interest in distribution and warehousing and a drive to excel.

Primary Responsibilities:

- Responsible for all facets of warehouse procedure, including, but not limited to:
 - Picking and filling orders
 - Inventory control
 - Prepare domestic and international bills of lading, invoices, and various custom documents
- Maintain a clean and clutter free work area.
- Adhere with all operational, safety and quality procedures.
- Other duties as assigned.

Characteristics and Competencies:

- Strong interpersonal skills and communication skills
- Strong work ethic
- A drive to learn and grow
- Good organizational skills
- Attention to detail
- Effective communication skills
- Positive and energetic, can do attitude



Education and Experience:

- At minimum Grade 12 High School Diploma
- *International shipping experience is an asset*
- *Experience in distribution is an asset but we are willing to train*

Looking to fill 2 full time positions. These positions are located in **Edmonton, Alberta.**

Hi-Tech Seals is an equal opportunity employer and offers a competitive total compensation package.

Interested applicants should submit their application to Human Resources, Hi-Tech Seals Inc. 9211 – 41 Avenue NW, Edmonton Alberta T6E 6R5 or email hr@hitechseals.com

Visit our website at <http://www.hitechseals.com/careers>

Application close date: March 28, 2021

