

Warehouse Associate

Edmonton, AB

Does your eye pick up on even the smallest details? Are you considered a very organized person? Do you thrive in a collaborative environment?

Founded in Edmonton, Alberta in 1990, Hi-Tech Seals is a leading Canadian seal, gasket, rubber and plastic component distribution and manufacturing company with a longstanding commitment to customer service. Our employees work closely with customers to find the best solution for their sealing needs. We offer an extensive line up of seals and seal related products along with custom manufacturing capabilities to meet our customer's needs. Over 30 years in business, we have grown to multiple locations across Canada and the US. We take pride in providing superior customer service and products that go beyond our customer's expectations.

We are looking for full time and part time Warehouse Associates to join our Edmonton based team. The successful candidate will be expected to do the following:

- Process all warehouse requests including picking and filling orders and inventory control
- Prepare domestic and international bills of lading, invoices, and associated customs documents
- Maintain a clean and clutter free work area
- Follow all operational, safety and quality procedures
- Pick up any other duties that might be assigned

Our ideal candidate will have the following qualifications and characteristics:

- Minimum high school diploma
- Experience with international shipping is a plus
- Experience with distribution is great but we will train if needed
- Technologically savvy – you know your way around a computer
- Strong and confident communication skills in English
- Solid interpersonal skills
- A keen eye for detail
- Great organizational skills
- Strong work ethic with positive energy and a can do attitude
- A willingness to learn and grow

What you get out of this deal:

- A great career with a longstanding successful company
- A competitive salary
- A strong benefit plan with flexibility
- An RSP plan with employer matching contributions
- Extensive in-house training





- Supported external training
- The chance to work with a strong and driven team

Was the little voice in your head saying “me” and “also me” a lot while reading this? Then email us at hr@hitechseals.com with your polished-up resume and include a cover page that will blow our minds! If you’re as good as you think you are, we’ll be coming for you shortly. In the meantime, check out our website for more information about us – www.hitechseals.com.

At this time, we respectfully ask recruiters to not contact us about this position.

