

Warehouse Staff

Edmonton, AB

Founded in Edmonton 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 staff works closely with customers to find the best solution for 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 our 30 years in business we have grown to multiple locations across Canada and the United States. We pride ourselves on providing superior customer service and products that go beyond our 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 over fifty in-house training courses. In addition, Hi-Tech Seals encourages external training programs to achieve certifications, diplomas, degrees, and other beneficial courses to aid in employee's advancement in their career and the company.

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

Position Synopsis:

Warehouse staff is responsible for excellent customer service by assembling and filling orders in accordance with organizational procedures and objectives.

Primary Responsibilities:

- Responsible for all facets of warehouse procedure, including, but not limited to:
 - Picking and filling orders
 - Inventory control
 - Prepare bills of lading, invoices, and various custom documents
- Maintain a lean and clutter free work area

General

- Participate in worksite hazard assessments, incident investigation, safety meetings, safety training and other aspects of the Hi-Tech Seals Inc. safety and quality control programs as required
- Other duties as required

Education:

- Grade 12

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

Interested applicants should submit their application to Janice Fraser, 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>

