



Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our citizens and the prosperity of the communities in which we live. This position is in our Markham location.

Position: Production and Warehouse Associate

GENERAL FUNCTION:

The Production and Warehouse Associate will assist Warehouse with all aspects of shipping and receiving duties, including but not limited to: obtaining quotes from approved freight companies, picking, packing and shipping outbound orders, receiving, inspecting and stacking inbound orders. This person will also be updating shipping and receiving information in ERP (Pronto), operating and maintaining forklift, performing daily housekeeping duties. The Production and Warehouse Associate will also assist Production group daily.

Responsibilities:

- Perform general physical activities in order to load, unload, sort and move shipments by hand or using material handling equipment.
- Manage verification, acceptance, counting, and inputting into Pronto system of all incoming goods and their condition.
- Resolve discrepancies between orders and goods, such as delays, condition, weight, quality, etc.
- Maintain inventory of incoming, stored, and outgoing goods, as well as current space available.
- Coordinate packing and shipping all goods, including assembling packages, weighing them, and tracking costs.
- Update compliance policies around weight, quality, and timeliness for shipping and receiving.
- Contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials.
- Maintain a clean and safe work place.
- Perform general duties as required.
- Assist Production Group on a daily basis.
- Perform other duties assigned by the Production Team Lead and Warehouse Specialist.

**Qualifications:**

- High school diploma.
- Experience in shipping/receiving and manufacturing environment is an asset.
- Working knowledge of ERP/MRP systems, and Microsoft Office (Outlook, Excel, Word, etc.) is an asset.
- High attention to detail essential with ability to work independently with minimal supervision in a busy environment.
- High attention to internal and external customer needs.
- Ability to operate Forklift and Pump Trucks safely and efficiently.
- Ability to use power tools.
- Physically capable of performing the essential duties of the job and lifting up to 50lb.
- Excellent written and oral communication skills.
- High attention to company's health & safety rules.
- Ability to multitask and assist production team when required.

Application Process:

Please send your cover letter and resume when applying to the position.

We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process.

Note: All employment is conditional upon the completing and obtaining a satisfactory background check, including employment, references and criminal records (for which a pardon has not been granted) checks.

Please note that only individual selected for an interview will be contacted.