

KEILHAUER

Job Posting
January 2019

Warehouse Receiver

\$15.00 per hour + benefits

Keilhauer manufactures seating and tables for all the areas of the organization where there is an exchange of ideas. Keilhauer products are thoughtfully made to support communication and engagement in “Heads Up” spaces, such as meeting rooms, collaboration areas, lobbies and lunchrooms. Founded in 1981, Keilhauer is a privately owned, design focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. This full time position includes 7-4 working hours, and full benefits in an environment that values fun, creativity and integrity.

Are you our next team member?

This position's main purpose is to receive goods to inventory and ensure an accurate count.

PRIMARY RESPONSIBILITIES (Other duties may be assigned)

- Responsible for receiving of delivered goods (COM/COL/COV/SPEC AND STOCK MATERIAL), documents and checks for quality and quantity.
- Calculates required quantity of material and notifies the Cover Warehouse Lead.
- Posts the material to jobs in Syteline once criteria are met.
- Print job headers with a swatch attached of COL/COM/COV/SPEC with detailed information, i.e. job numbers, yardages/square footage and customer's name and tags, to the material.
- Completes material tags with information including a material swatch, job number, yardage or square footage, customer's name, product number and quantity ordered.
- Sorts, tags and places materials and items on shelves, or in bins, according to pre-determined sequence such as grades, customers, etc.
- Records and submits job headers that have more than 10 chairs with COM/COL/COV/SPEC to cutting supervisor to split for trys on a daily basis.
- Packs, loads and ships fabrics/leather to ensure our customers receive clean, undamaged product and on time.
- Work with customer service on fabric directions.
- Troubleshoot unidentified covers and maintain folder in system for Customer Service.
- Selects matching threads and zippers from binder provided and updates Syteline.
- Delivers items received to other departments in the building.
- Ensures a clean and safe work environment.
- Misc. duties as required.

QUALIFICATIONS

- Completion of a high school diploma or practical equivalent is preferred.
- 2 - 5 years of experience working in a warehouse environment
- Forklift license and First Aid training is an asset.
- Working knowledge of Excel, Windows XP 2002 and Syteline.
- Team building and communication skills are required.
- Ability to read, write and speak basic English

ATTRIBUTES

- Teamwork – balances team and individual responsibilities.
- Cooperation – offers assistance and support to co-workers.
- Dependability – follows instructions, responds to management direction.
- Adaptability – adapts to changes in the work environment; changes approaches or method to best fit the situation; able to deal with frequent changes, delays or unexpected events.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to stand; walk and talk or hear. The employee will be required to use hands to finger, handle, or feel and reach with hands and arms to sort, tag and place Keilhauer products on shelves. The employee will be required to lift and move materials or products weighing 40 pounds or less. The employee spends almost 100% of his/her time in the plant environment with exposure to heat dust, noise levels and hazardous substances.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT EQUITY

Our aim is to ensure equality of opportunity in the recruitment process by avoiding discrimination on the grounds of: race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, age, disability, political persuasion or trade union membership. Keilhauer values each individual's attributes, personality and life experiences, and achieves this by maintaining an environment in which everyone feels supported and valued, thereby allowing us to achieve our goals.

Keilhauer is recognized as one of Canada's Top 100 Greenest Employers. We are committed to diversity and equitable access to employment opportunities.

Let us know if accommodation is required for the interview.

If this is you, send your resume to careers@keilhauer.com or by fax to (416) 759-5723 and tell us how you would be a great fit.

1450 Birchmount Road, Toronto ON Canada M1P2E3

We thank you for your interest, and advise that only those selected for further consideration will be contacted.