

# PHANTOM CREEK ESTATES

**TITLE:** Warehouse Associate

**DEPARTMENT:** Warehouse

**LOCATION:** Oliver, BC

**TRAVEL:** No

**POSITION TYPE:** Part-time / Full-time

**START DATE:** Immediate

**REPORTS TO:** Administration Manager

## Job Responsibilities

Reporting to the Administration Manager, the Warehouse Associate's key responsibilities include receiving/shipping, inventory control, and other warehouse activities.

### Receiving, Shipping and Packaging

- Receive, organize, verify quantities and quality of material(s)
- Maintain a safe and clean work environment by keeping shelves and walkways clear
- Comply with company policies and procedures
- Schedule pick up/deliveries with appropriate carriers. Verify all aspects of outbound orders, package and prepare items for shipment for on-time delivery
- Prepare Wine Club shipments

### Moving and Inventory Management

- Oversee the movement of PCE case goods from facility to facility as well as within the winery
- Organize shipping boxes, inserts, lids, to assist in packaging workflow;
- Organize empty glass bottles, labels, corks, capsules for proper bottling workflow;
- Maintain organization of warehouse by SKU, brand, etc.
- Perform inventory cycle counts as required and following through on discrepancies
- Ensure loss prevention standards are met

### Administration or other duties

- Complete company reports by entering required information
- Assist with bottling or labeling if required
- Use company vehicle to pick up from other wineries if required

### Job Qualifications

- Minimum a High School Diploma
- Certified forklift training
- Must have a valid driver's license and clean driving record. Provide Drivers Abstract
- Knowledge and experience in loading and transporting materials
- Experience in a warehouse environment including complete understanding of workplace safety and security precautions
- Able to lift and move 40 lbs – 50 lbs boxes repeatedly
- Attention to detail
- Proficient computer skills including Microsoft Office (Excel and Word)
- Strong organizational skills and the ability to multi-task;
- Strong written and interpersonal communication skills
- Ability to work overtime if required