

Eltec , an Element Group company , is recruiting several key positions as we expand our manufacturing footprint and increase our employment base.

Eltec is a Quebec manufacturing success, based in Val d'Or, Quebec. We will soon be celebrating our 10th anniversary with a significant investment in our manufacturing facilities and the people who build our forest harvesting equipment.

Interested candidates should apply by sending their CV directly to our Chief Operating Officer, Stéphane Bergeron: [pelement@tecelement.com](mailto:pelement@tecelement.com)

Warehouse Clerk:

- Prepare and fulfill warehouse orders
- Receive and process goods in stock in the warehouse
- Perform inventory checks

Job description:

We are looking for a Warehouse Clerk to assist with our warehouse operations and activities. Warehouse clerk responsibilities include storing materials, picking orders, packing and scanning orders. The objective of this position is to increase efficiency, profitability and customer satisfaction

Responsibilities:

- Prepare and complete orders for delivery or collection according to schedule (loading, packing, packing, labeling, shipping)
- Receive and process products in stock in the warehouse (harvesting, unloading, labeling, storage)
- Perform inventory checks
- Maintain a clean and safe working environment and optimize the use of space
- Complete records for inventory
- Report any discrepancies
- Communicate and cooperate with supervisors and colleagues
- Preventive use and maintenance of vehicles and equipment
- Follow quality service standards and comply with procedures, rules and regulations

Requirements:

- Recognized professional warehouse experience
- Proficiency in software, databases and inventory systems
- Knowledge of inventory software, databases and systems
- Strong organizational and time management skills
- Ability to lift heavy objects

We are willing and able to train people who demonstrate a willingness to learn and increase their skills.

What we offer :

- salary competitive
- full Insurance plan
- Employer contributions for retirement savings plan
- Favorable work schedule

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