



WE'RE LOOKING FOR A WAREHOUSE WORKER POSITION LOCATION: FORT ERIE, ONTARIO

Reporting to the Supervisor, Warehouse; the Warehouse Worker will be responsible for receiving, stowing, packing/shipping, and picking material as well as maintaining inventory integrity within guidelines set out in Airbus Helicopters Canada's quality control manuals. They will also be required to use specific material handling equipment requiring specialized training in the execution of these duties.

MAIN RESPONSIBILITIES

- Prioritizing and organizing parts and materials for picking
- Reviewing and updating automated pick-lists from Manufacturing/R&O/Commercial Office
- Scanning work orders to pick and count parts and materials for in house delivery
- Receiving stock into computer system – from vendors, inspecting condition of package(s) to ensure required certification is attached so data entry upon receipt ensures 100% traceability.
- Stowing parts, maintaining and updating the daily Receiving Report Log
- Preparing and shipping parts to our customers world wide
- Packaging, labeling, inspection and stowing of manufactured parts and kits

JOB REQUIREMENTS

- Post-Secondary Diploma in Operations – Materials/Inventory Management or related discipline
- Proficiency in Microsoft Office Suite including experience with data entry in an ERP system (SAP preferred) would be an asset
- Ability to multitask and set priorities in a fast paced environment
- Accuracy and attention to detail in all aspects of the position
- Warehouse experience picking/packing/receiving of orders/shipments would be an asset
- Ability to work under pressure and meet tight deadlines – sense of urgency and customer satisfaction
- Effective communication skills (written and oral) and organizational skills
- Ability to think and work independently under general supervision



POSITION REQUIREMENTS

- Must be able to work “on call” on a rotational schedule with other qualified Warehouse Workers
- Must be able to lift up to 25kg, frequently
- Must be able to lift and bend regularly

To apply for this position, please send an up-to-date resume and cover letter to AHCA-HR@airbus.com

We would like to thank all applicants, however, only those selected for an interview will be contacted.