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Warehouse Keeper

Posted by: Clay Hill Equipment Inc.

Posting date: 01-Aug-2024 **Closing date:** 28-Jan-2025

Education: High School Certificate

Language: English

Job location: Doaktown

Salary: \$20 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: NCJ6866646

Job description:

Job duties:

- Perform general office duties.
- Set-up displays of retail parts and accessories.
- Address customers' complaints or concerns.
- Advise on use and appropriateness of goods or parts.
- Handle cash transactions.
- Maintain records on inventory control system.
- Prepare and track work orders.
- Prepare requisition orders to replenish parts and supplies.
- Receive, unpack and sort incoming parts, supplies and materials.

Requirements:

- High school diploma.
- Focus on quality and attention to details.
- Time management, organizational skill, teamwork skills.
- Physical organization skill.

Benefit:

- Competitive wage at \$20 per hour.
- Opportunities for career growth and advancement.
- Stable, employment full-time 40 hour per week.
- Overtime will be paid at 1.5 times the regular after 8 hours/day and 40 hours/week.
- Vacation pay will be at 4% of basic wage.
- Qualified for a three-week vacation.