

## **Northern Lights Solar Solutions**

835 Kapelus Dr.  
West St Paul, MB  
R4A 5A4

### **Warehouse Specialist (NOC: 75101)**

**Number of Positions Available:** 1

**Term of Employment:** Permanent Position, 40 hours per week

**Location of Work:** West St. Paul, Manitoba

**Wage:** \$19 per Hour

**Language Requirements:** English

**Benefits:** Life Insurance, Long-Term/Short Term Disability Insurance, Extended Health and Dental Insurance

### **Responsibilities**

- Assist in tacking and managing inventory
- Checking heat pumps devices to desire specifications
- Ensuring the products are marked correctly, the correct quantity of the goods is packed, and the accurate and complete name and address is written on the packages
- Inspecting and maintaining the machinery in good condition
- Loading and unloading bulk merchandise
- Packing, loading and unloading the products
- Operating forklift and equipment to load and unload the products
- Manage and filing warehouse orders
- Moving products onto and of trucks or vehicles
- Answer customer's questions and address their requests
- Maintaining a clean and safe work environment

### **Qualifications**

- Completion of College Diploma in Business Administration or Management
- Minimum 1 year of warehouse work experience
- Minimum 1 year of hands-on work experience checking heat pumps devices
- Minimum 6 months of work experience operating Forklift Class V
- Possess valid Forklift certificate Class V
- Excellent organization and communication skills
- Ability to work with teams
- Physical ability to lift heavy objects (up to 50 lbs) and move equipment with ease
- Attention to detail and follow instructions
- Able to work well in a team environment

Email Resume and Cover Letter to: [northern.hr.lights@gmail.com](mailto:northern.hr.lights@gmail.com)