



Job Description

Position: Order Picker
Location: Stone Tile International (STI)
Reports To: Samples Department Manager
Hours of work: Monday to Friday, 8:00 am to 4:30 pm, Shift times may vary
Occasional Sundays 12:00 pm to 5:00 pm

The Sample Department at Stone Tile Toronto serves as the main source of Samples for all the sales reps in Toronto and across Canada. It produces (manufactures) all Sample Boards (architectural boards and small sample cards), small Sampling program. The department also inventory and manage all full size Sampling program and promotional marketing material (brochures/architectural books; sample boxes, boards), for all products and lines that Stone Tile promotes.

The Sample Department is also responsible to plan and prepare all sampling program for new lines, to ensure all reps have the necessary tools to sell Stone Tile products to the A&D and Contractors industries. It is a vital part of the Sales process and to Stone Tile success.

Primary Responsibilities and Duties:

The Sample Team Member will perform a wide range of duties assigned by the department manager and/or supervisor, including but not limited to the following:

- Preparing orders for subsidiary branches with material replenishments, according to packing slips provided.
- Labeling all full size samples with proper identification prior releasing material to be used or shipped.
- Pulling material for Production department, according to Cutting Order quantities.
- Recording and reporting breakage for stock/inventory adjustments.
- Processing return of samples and discarding of discontinued material as required.
- Maintaining a clean and organized work area at all times.
- Preparing orders for pickup or shipping, as per sales representative's requisitions.
- Replenish overstock and room stock shelves when required.
- Assist sales reps and clients load/offload samples from their vehicles.
- Cutting samples to size as per sales representative's requests.
- Preparing packages to send via Fedex or same day courier.
- Receiving courier packages.
- Other duties as assigned.

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.



Acknowledgment

I, _____, understand and agree with the job description of the Order Picker Team Member role within the Samples Department.

Signature: _____

Date: _____