



- Company:** Stone Tile International Inc.
- Reports to:** Samples Department Manager
- Schedule:** Monday to Friday, 8:00 am to 4:30 pm. May be required to work occasional Saturdays (10 am – 5 pm).
Shift start/end times may vary due to scheduling requirements.

Stone Tile International is looking for an *Order Picker/Warehouse Team Member within the Samples Department* to join our dynamic team

We are continuously looking for the best and most promising individuals to join our tightknit and unique team. Stone Tile is currently looking to fill one (1) Order Picker/Warehouse Team Member position within the Warehouse Department to assist in the execution, delivery, and administration of the transfers process between Toronto warehouses.

Who are you?

Do you find change exciting? Are you the type of person who thrives in organizations that are constantly adapting and evolving? Do you like being part of a team but can excel working autonomously? Do you love working with people and providing unparalleled customer service? If so, this may be the perfect job for you.

Over the 3+ years you've worked as an order picker you have proven to be innovative and an outside the box thinker who thrives on driving company improvement and efficiency. You are attentive to detail and can thrive with handling multiple priorities. You are proactive and helpful towards all coworkers and clients and prefer to be involved in the action than sit on the sidelines.

We want to bring on someone who is eager to learn, work hard, and have fun. This is an opportunity for you to build on your already strong skillset, take on responsibilities, and to continuously grow, in a company that is fast-paced, diverse, and family-oriented.

What will you do?

The Order Picker/Warehouse Team Member role has many diverse and interesting responsibilities, the primary ones are outlined below:

- ❖ Preparing orders for subsidiary branches, according to packing slips provided.
- ❖ Labeling all full size samples with proper identification prior to releasing material to be used or shipped.
- ❖ Load, unload and effectively move large slabs.
- ❖ Pulling material for Production department, according to Cutting Order quantities.
- ❖ Recording and reporting breakage for stock/inventory adjustments.
- ❖ Load orders as required onto trucks for transfer to buildings
- ❖ Drive transfer vehicles to and from warehouses to execute transfers
- ❖ Conduct end of day analysis of schedule to ensure all orders are on track and raise issues and concerns to stakeholders along with actions to address / mitigate issues
- ❖ Cutting samples to size and preparing orders for pickup or shipping, as per sales representative's requisitions.
- ❖ Preparing packages to send via Fedex or same day courier.



- ❖ Maintaining a clean and organized work area at all times.
- ❖ Perform other duties as assigned.

What type of experience and skills do you have?

- ❖ 3+ years experience in a warehouse related position
- ❖ 3+ years experience in order picking
- ❖ Valid Forklift license
- ❖ Valid Driver's license
- ❖ Must be self-directed and able to perform tasks with minimal supervision
- ❖ Demonstrated organizational skills with strong oral and written communication abilities
- ❖ Exceptional organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques
- ❖ Ability to operate required equipment in a safe and responsible manner
- ❖ Strong aptitude and ability to provide unparalleled customer service
- ❖ Ability to work in a fast-paced environment and under pressure
- ❖ Successful completion of Criminal Background Check

What is considered an asset?

- ❖ Previous experience in a front faced customer service role
- ❖ Knowledge of workplace safety policies and procedures
- ❖ Knowledge of First Aid and CPR
- ❖ Ability to lift 50 pounds
- ❖ Ability to stand and walk for 80% of shift
- ❖ Professional/mature demeanor under stressful situations

Why Stone Tile?

Our attitude, approach and entrepreneurial spirit sets us apart from our competitors. We know our success comes from our people and we place a high emphasis on their wellbeing.

Stone Tile is rapidly growing as a company and we believe all members of our family should do the same. We care about our employees, which is why we believe in personal and professional growth and will work diligently to provide the support needed for you to reach your goals.

Perks and Benefits:

- ❖ Flexible paid time off- float and sick days are provided annually
- ❖ Frequent team outings and company wide events including long weekends BBQs, Employee Appreciation day, games night, bagel breakfast, holiday party and many other events put together by our social committee!
- ❖ New parent benefit bonus
- ❖ Free parking
- ❖ Employee Referral Bonus
- ❖ Milestone Service Award
- ❖ Commitment to professional growth



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.