



Employment Opportunity

Position: Warehouse Assistant
Status: Full Time
Hours: 40 hours weekly, Monday to Friday, 7:30 am to 4:00 pm

Blue Sky Opportunities is looking to fill a full-time warehouse assistant's position. The successful applicant will be responsible to organize the warehouse, load and unload raw and finished products, follow health and safety procedures as well as work production when needed. The agency does support adults living with intellectual disabilities so supervision may be required at times.

Responsibilities:

- Warehousing raw material as well as finished products and making sure the product is ready for pick up
- Transporting and unloading raw product
- Loading our finished product onto trucks/trailers
- Keeping warehouse organized
- Marking pallets and crates with heat treat stamp
- Ordering material as needed
- Production of crates and pallets when needed
- Observation and supervision of supported individuals when required

Qualifications:

- Minimum grade 10 required with a preference for grade 12
- **Clean Criminal Record Check and Adult and Child Abuse Registry**
- **Proof of full vaccination against Covid-19**
- Knowledge of workplace safety and safe lifting and handling procedures
- Time management skills
- Ability to work in a team environment with minimum supervision
- Able to communicate effectively with managers, co-workers, customers and adults with intellectual disabilities
- Physically able to carry out duties to include pushing, standing, lifting
- Maintain equipment – performing routine maintenance on equipment and determining if and what kind of maintenance is needed

Please forward your resume to Human Resources Manager at hr@blueskyop.com or fill in application form at www.blueskyop.com before.

Only those meeting minimal qualifications may be considered for interview and will be contacted.