

JOB DESCRIPTION

Job title: **Warehouse Summer Student**

Status: Full-time, May to August (10 weeks)

Location: 207 Hardware, Kahnawake

Job Overview:

A 10-week summer position whereby the candidate would learn the ins and outs of working in the warehouse and shadowing staff. Possibility of working after the summer mandate has ended on a part-time, occasional, or full-time basis.

Responsibilities:

Wear appropriate safety attire as per health and safety guidelines.

Assist in cleaning the garage.

Unload merchandise while ensuring that materials are carefully handled.

Pay special attention to damaged goods and report to your supervisor immediately.

Remove seasonal items if/when needed.

Serve customers with professionalism and attentiveness.

Assist in maintaining the yard, garage, and outside of the building.

Partake in keeping the shipping and receiving area clean and clutter-free.

Pay attention to low inventory for building materials and relay reordering needs.

Take care of the grounds (mowing the lawn, shoveling, salting, etc.)

Report any maintenance issues involving the trucks or forklifts to the office.

Experience & Skills:

Ensure a productive and diligent work protocol.

Posses strong work ethics and awareness in time-sensitive tasks, as well as vigilance in observing/noting the quantity/quality of materials.

Excellent communication and interpersonal skills for effective collaboration with internal teams, external suppliers, and customers.

Detail-oriented and passionate in working as part of a team as well as multitasking.

Education: CEGEP

Experience: Warehouse experience: 1 year (*preferred, but not necessary*)

Expires: May 22, 2026

To apply email resume to hrclubrez@gmail.com