



Precision Record Pressing is a leading vinyl record pressing company with multiple locations in the Greater Toronto Area. We believe our growth and success can be directly attributed to the emphasis we place on service, quality, and innovation and the involvement, commitment, and enthusiasm of our employees.

We are currently looking for a **Warehouse Associate** to join our **Oakville** team. This is a full-time, permanent opportunity that will work with the Logistics Team to safely and efficiently perform the day-to-day operations of Warehouse Management in a high paced, fun environment. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

Responsibilities

- Ensure adherence to established safety practices
- Pick, prepare and stage daily print matter transfer shipments
- Receive incoming print matter materials to the warehouse
- Ensure that all warehouse transactions (incoming and outgoing) are completed systematically via ERP system
- Prepare print matter pallets for transfer shipment to other storage locations
- Assist with material flow between the functional areas throughout the warehouse
- Assist with cleaning and maintaining warehouse floor
- Work with other team members to maximize productivity and efficiency
- Participation in vinyl recycling initiatives
- Other duties as assigned by Team Leader, Manager or designate

Physical Demands

- Required to stand for entire duration of shift, position allows for intermittent sitting
- Must be able to carry, lift, push or pull up to 75 lbs consistently throughout the shift, material handling equipment available to assist
- Engage in frequent bending, stooping, squatting, pushing and pulling of parts and part containers
- Due to the open environment of the warehouse, must be able to work in various weather conditions, including extreme heat during summer months
- Adaptable to relative sound pressure levels
- Involves repetitive motions: use of hands and wrist continuously in a controlled environment
- Required to wear PPE while performing functions

Requirements/Qualifications

- High school diploma or equivalent preferred
- Computer literate, strong knowledge of Microsoft Office (specifically Word and Excel) and Google Business Suite (specifically Google Sheets)
- Previous experience in a warehouse/distribution environment is preferred
- Forklift certification an asset, training may be provided
- Ability to work overtime as business needs require
- A detail-oriented individual with strong oral, written, and verbal communication skills
- Ability to work in a fast-paced environment with shifting priorities that may be high stress at times
- Ability to work well with others and be collaborative in a team atmosphere

Please note, as a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check, at their own expense, prior to start date.

We thank you in advance for your application, however only successful candidates will be contacted.

Precision Record Pressing is committed to and supports diversity and inclusion practices. We will accommodate any needs under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through the application and/or recruitment process, please contact hr@precisionpressing.com to allow opportunity for appropriate accommodations to be made.