



*A subsidiary of Hitachi Construction Machinery Co. Ltd.*

Wenco, a subsidiary of Hitachi Construction Machinery, provides high technology solutions for the mining industry globally to advance productivity, efficiency and safety. Check us out at [www.wencomine.com](http://www.wencomine.com).

We are currently hiring a full-time Warehouse Assistant to join our head office located in Richmond, BC. Reporting to the Operations Manager, Hardware and Logistics, the Warehouse Assistant will mainly work independently in the storage room to package, prepare and label outgoing shipments. The Warehouse Assistant will also be responsible for organizing and tracking incoming and outgoing inventory items in the storage room on a daily basis.

#### **EXPECTED CONTRIBUTIONS:**

- Receive hardware deliveries and check or verify against vendor packing slip and Wenco Purchase Order and place into inventory
- Prepare boxes / other packaging for customer orders
- Pick hardware against sales order for packaging on client orders
- Pack goods for shipment, completing box manifest (as required)
- Carry out stock takes and inventory audits (As required)
- Assist with the compilations and cataloging of documentation and drawings of inventory items
- General administration / paperwork for receipt of hardware inventory
- Other ad-hoc tasks as requested by the Operations Manager –Hardware and Logistics

#### **KNOWLEDGE, SKILLS AND ABILITY REQUIRED:**

- High school diploma
- Minimum 1 year of experience in a similar role
- Proficient with commonly used computer software (Microsoft Office including Word and Excel)
- Familiar with inventory control practices
- Ability to develop good working relationships with couriers and other shipping service providers
- Good organizational skills
- Excellent verbal and written communication skills
- Ability to follow multiple concurrent tasks through to completion



*A subsidiary of Hitachi Construction Machinery Co. Ltd.*

- Commitment to process improvement
- Ability to work effectively both in a team environment and independently
- Ability to lift weights per WorkSafeBC guidelines

## **WHY JOIN WENCO?**

- We provide opportunities for growth within the company
- We offer an extensive benefits plan
- We provide a fun working environment, including Fresh Fruit Mondays and Popcorn Fridays, along with table tennis, foosball, and electronic darts in our office
- We offer opportunities for continuous training and development (in-house and external) to learn the latest technologies
- We offer our employees a profit-sharing plan that provides them with the benefits of their hard work
- We provide free parking and shuttle service for employees using transit
- We are heavily involved in the community and join various events of non-profit organizations
- We offer much more!

Wenco advances the efficiency and safety of the world's surface mining equipment through our fleet management systems. We are committed to providing a stable yet exciting work place environment for individual employees to build and grow their career with the Company.

Wenco is an Equal Opportunity Employer.

## **Disclaimer**

The information in this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is not intended as an employment contract. Job descriptions are subject to change, which may not necessarily affect compensation.