

Warehouse Operator

About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas

What We Offer

The opportunity to build and grow a progressive company, competitive wages, and extended health benefits.

What We Look For

Curiosity, commitment to learning, and a winning mindset.

About the Role

Reporting to the Warehouse Supervisor, the Warehouse Operator is responsible for ensuring the accurate and seamless processing of incoming and outgoing shipments. They load and unload delivery vehicles regularly – at times involving repetitive heavy lifting and use of associated equipment, e.g. lift truck, forklift, etc. Inventory management is also an essential function in this position. The Warehouse Operator ensures that their duties are performed in a safe, effective and efficient manner, while maintaining a positive work environment with their team members and supervisors.

Job Requirements

Education: High school diploma or GED equivalent required, Bachelor's degree preferred

Certification: A valid Forklift Certification, or willing to be trained

Experience: 1 to 2 years of warehouse/shipping/receiving experience, especially in a food factory will be an asset

Key Duties and Responsibilities

1. Adhere to health and safety rules and GMP rules at all times; follow all warehouse policies and standard operating procedures (SOPs)
2. Perform all shipping, receiving, and inventory operations, using WMS, ERP or spreadsheet
3. Coordinate with different departments and ensure on-time dispatch and transfer
4. Carryout all product loading and unloading tasks, using forklifts or hand pump cart
5. Receive and process new inventory, ensuring contents match documentation
6. Inspect receivables for defects, damages, or missing items
7. Move and transfer products between various sections of warehouse, as needed

8. Perform detailed inventory counts
9. Ensure warehouse tools and equipment are kept clean and in working order
10. Report any equipment malfunctions or issues to department supervisor
11. Work with other warehouse team members to effectively complete assigned tasks
12. Other duties may be assigned

Working Conditions

Canada Royal Milk is a 24 hour a day, 7 days a week operation. Rotating shift work (8-12h shifts) is required. Shift patterns are yet to be determined, and will include days, evenings, weekends, statutory holidays, and over-night work. Employees must be flexible and willing to work a variety of shifts.

As a dairy processor and infant formula manufacturer, CRM strives to exceed regulatory requirements for food safety, quality, hygiene, and good manufacturing practices. All employees who enter the processing areas for any reason must comply with all food safety protocols in addition to health and safety best practices.

Working conditions are normal for a manufacturing environment and include:

- Standing, walking, sitting, kneeling, bending, reaching, twisting and other physically demanding tasks performed for virtually the entire shift (8 to 12 hours)
- Lifting to 25 kg (55 lbs) frequently
- Use of various chemicals (i.e. detergents and sanitizing solutions)
- Possible exposure to dust, fumes, oils, unpleasant odors, noise levels that are distracting or uncomfortable, occasional exposure to ambient temperatures above 28 Celsius and high humidity
- Exposure to physical risks using standardized safety precautions and equipment, including, but not limited to slippery surfaces, working around high temperature equipment, heavy and repetitive lifting, etc.

Covid-19 Vaccination Policy

The health and safety of our employees and customers is a top priority for Canada Royal Milk. Therefore, applicants will only be considered who are fully vaccinated, subject to human rights considerations and recognized medical exemptions.

Commitment to Diversity & Inclusion

We strive to build a team that reflects the diversity of the community we work in, and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us at www.canadaroyalmilk.com.

How to Apply

