

# JOB POSTING

## Outbound Warehouse Associate

### Shift – Monday to Friday 8:30am to 5pm

#### About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add an Outbound Associate to our team.

#### About the Role

As a member of our warehouse team reporting to the Production/Warehouse Manager, the *Outbound Warehouse Associate* will be responsible for the efficient flow of material throughout the facility in a manner that will support the department in terms of quality, efficiency, agility and cost containment.

#### Duties & Responsibilities

- Verifying the packing slip of each shipment to ensure goods are for the Company and the contents are stated in the packing slip;
- Identifying overages and shortages in shipment amounts;
- Assessing the condition of all materials to ensure no damages and reporting defects in quality and appearance;
- Confirming skid counts, pieces, and overall condition of the product;
- Verifying quantity of finished product against the shipping request information;
- Preparing shipment and all necessary customs paperwork in compliance with customs/international regulations;
- Ensuring shipments are booked in the calendar with the carrier information two days prior and including the delivery date;
- Ensuring all transportation regulations are adhered to, specifically in terms of customs, weight, securing and bracing;
- Reporting discrepancies;
- Tracking the movement of material throughout the warehouse using RFID scanners;
- Moving material throughout the warehouse and taking precautions to minimize risk of damaging materials or finished products;
- Maintaining the warehouse in accordance with cGMP and Health and Safety regulations;
- Adhering to all health and safety legislation and regulations;
- Assisting in cycle counts and inventory counts as needed;
- Other projects and tasks, as assigned.

#### What do you need to succeed?

- High school diploma or GED.
- 2-3 years of experience in shipping and receiving product or freight.
- 2-3 years of experience operating Raymond Reach, Counterbalance, and Walkie lift trucks.
- Valid Raymond Reach, Counterbalance and Walkie certificate, preferred.
- Knowledge of Transport, Customs, and Transportation of Dangerous Goods legislation, restrictions, and processes.
- Demonstrated ability to use RF Scanners and Enterprise Resource Planning (ERP) systems.
- Strong technical skills in terms of Great Plains, Microsoft Excel, and Word programs.
- Strong attention to detail, problem solving, numeracy, organizational and time management skills.
- Strong interpersonal, listening, verbal and written communication skills.
- Superior teamwork and customer service skills, including building and maintaining relationships.
- A “can-do” approach and commitment to getting the job done.
- Ability work independently in a fast-pace environment and lift up to 50lbs.
- Ability to work additional hours as needed.

#### Applications

Those interested in being considered for this opportunity are asked to forward their resumes to [jobs@virox.com](mailto:jobs@virox.com).

*Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance. We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.*