

A little bit about us

We like to say that we find solutions for the everyday stuff. We're problem solvers. We're an engaged team that works together, and for those that work here they say we're also like family.

"ValLEN is a dynamic place to work because of the people, the culture and the customers we service. The company's direction make it an exciting atmosphere to work...grow...and prosper." Director of Marketing

ValLEN is a leading provider of indirect industrial supplies – all those materials that are not part of the products our customers manufacture, and our goal is to make our customers operations run smoothly so they can focus on the core of their business.

Through 24 branches, we operate coast to coast and serve our customers in person, online, or onsite. ValLEN is a member of Sonepar Canada, and is one of Canada's leading industrial distribution companies headquartered in Edmonton, Alberta.

LET'S START WITH A LITTLE BIT ABOUT YOU

- ✓ You deliver exemplary service to internal and external customers
- ✓ You are a safety conscious worker
- ✓ You have a clean drivers abstract
- ✓ You are capable for some light and heavy warehouse work

THE WAREHOUSE ASSOCIATE ROLE:

A Warehouse Associate will perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse while ensuring the transaction has accurately been documented in the system. Must be in good physical condition. Good knowledge of computer systems preferred. Responsible for providing excellent service to customers who visit the branch to either place orders, and/or pickup their product requirements.



Vallen is an equal opportunity employer committed to increasing diversity in our workforce. We welcome applications from qualified persons in underrepresented ethnic, racial and cultural groups and from people with disabilities.

We thank all applicants for their interest; however, only short listed candidates will be contacted.

KEY RESPONSIBILITIES:

- Receiving all products from vendors as they are delivered, including the verification of the quantity of items received as well as assuring that it is the correct product ordered
- Entering received orders in the Business System
- Picking, packaging and shipping any orders that are to be completed and shipped from the warehouse
- Ensuring product that requires storage is placed in the appropriate area, including placing any product that is for stock onto the shelves in the proper bin location
- Maintaining and cleaning warehouse and neatly assembling products on shelves, including sweeping, cutting off box tops and front facing items of shelves
- Managing receiving issues such as contacting purchasing over shortages and overages, arranging delivery appointments, etc
- Assisting with Pre-shift inspection for forklift, including battery maintenance.
- Reporting any unsafe work conditions that might occur.
- Loading trucks in adherence to health and safety guidelines.
- Assisting with general cleaning of work environment.
- Participating in re-certification for forklift operation, as required
- Participating in cycle/physical counts as required

EDUCATION & TRAINING:

- High School Diploma required
- Minimum 1-year related experience an asset
- Forklift certification preferred





WAREHOUSE ASSOCIATE

"I feel that my ideas and input are not just heard, but valued, making me feel as though I contribute to the overall success of the company". Branch Manager

To explore and learn more about ValLEN, please visit valLEN.ca/careers.

WHAT'S IT LIKE WORKING AT VALLEN?

There's a spirit of resourcefulness, creativity, and innovation in each of our associates. Upon joining our team, you will become part of a supportive, family oriented culture where you will be led by a president who fully believes in having an open-door policy. Your suggestions will be heard and your hard work will be rewarded.

In exchange for your hard work and determination, you will receive a competitive salary and bonus plan, growth and development opportunities, plus a full set of benefits including:

- Flexible benefits program allowing you to choose from options that best fit you and your dependents
- RRSP matching and health spending account
- Company paid life insurance
- Employee paid disability programs

We offer a supportive and rewarding culture that values its people and their contributions. Our values are based on creating an environment where feeling valued, respected and empowered is paramount.

