



Warehouse Assistant

Want to be part of an incredibly fun and talented team who are leaders in the country for passionately promoting trades and technologies to youth? If so, we want you to join our team!

Skills Canada Alberta (SCA) is a not-for-profit organization that showcases trade and technology careers as first-choice career paths to Alberta's youth. Through our diverse programs and competitions, our participants are inspired to develop their interests and talents, and motivated to pursue meaningful careers in today's most in-demand professions.

Warehouse Assistant

Part time (22.5 – 30 hours/week), term position until July 2024, with the possibility of extension.

Warehouse Location: 15791 116 Ave. Edmonton, AB

Position Start Date: ASAP

Skills Canada Alberta offers a competitive compensation and benefits package, tremendous flexibility, and a fun and vibrant work environment. We prefer that your application include a video cover letter that is under 2 minutes long with a copy of your resume, however, all applications will be considered. Your video cover letter should share some fun and exciting facts about yourself and answer the following:

- Without the fear of failure, what is one thing you would love to try?
- Why should this job be "your job"?
- What experience and awesome skill sets can you bring to our team?

We thank all applicants for their interest; however, only those selected for an interview will be contacted. This posting will remain open until a suitable candidate is found.

Please submit your resume to: ashleyc@skillsalberta.com

As the Warehouse Assistant, you are organized, efficient, and a detail-oriented individual ready to play a key role at Skills Canada Alberta (SCA). The Warehouse Assistant is responsible for assisting the Warehouse Coordinator in logistical and warehousing duties related to the Try-A-Trade® Take Out and Skills Exploration Days programs.

Summary of Key Responsibilities:

- Shipping and receiving of materials and products.
- Warehouse inventory and maintaining inventory database.
- Processes online orders for requested Try-A-Trade® and Skills Exploration Days kits.
- Assembly, packing, and coordination of Try-A-Trade® and Skills Exploration Days kits.
- Material preparation for tool kits.
- Coordinates a shipping plan of finished kits to be shipped to schools.
- Manually handle, repack, or restack pallets of finished kits as needed.
- Operates material handling equipment-Forklift, Pallet Jack.
- Assists in the procurement of materials.
- Assist in development of educational kits and programs related to the Try-A-Trade® program.
- Assist in awareness materials and video tutorials.
- Orders required packing materials and related warehousing supplies.
- Maintains a clean, efficient, and safe warehouse environment.



Preferred Qualifications:

- Excellent verbal and written communication skills.
- Excellent attention to detail; organizational and time management skills.
- Be able to confidently drive various sizes of cargo and cube vans.
- Hold or be able to obtain a forklift license (I.E., sit down or stand-up reach truck).
- Able to use power tools confidently and safely.
- An active and collaborative team player.
- Strong technology skills and proficient with Microsoft Office (Word, Excel) and online form creation software (Shopify, JotForm, Google), Virtual Meeting Software (Teams, Zoom).
- Well-developed decision making and problem-solving skills.
- Ability to manage numerous projects and priorities simultaneously.
- Strong self-initiative and ability to work independently.
- Be able to be hands-on, as the role requires physical labour I.E. Heavy lifting and continuous activity for longer periods of time.
- A trade or technical background is an asset.
- Willing to work evenings and weekends if required.