



MAKE THE MOVE...

JOIN ONE OF NORTH AMERICA'S "MOST ADMIRED COMPANIES"

Are you looking for a career as opposed to a job? This position is an entry level position into our organization. We are searching for talent that one day wants to have a career in sales.

Graybar Canada, a Fortune 500 corporation and a division of Graybar Electric, is a leader in the distribution of high quality electrical, automation and telecommunications products and provider of related supply chain management and logistics services.

Graybar operates more than 250 distribution facilities throughout North America, with 30 branches across Canada. As one of the world's largest employee-owned companies, Graybar has the power and stability of a big corporation and the integrity and drive of a neighborhood business.

Graybar Canada currently has an exciting career opportunity available in our **Calgary, Alberta** location for a:

Warehouse Support Person

Graybar Canada offers a competitive compensation and benefits package including:

- Health and Dental Benefits
- Life & AD&D Insurance
- Employee Profit Sharing Program
- Long Term Disability Benefits
- Group RRSP Matching
- Corporate Fitness Membership Program
- Employee Share Purchase Program
- Computer Purchase plan
- Tuition Reimbursement Program
- Service Awards Program
- Scholarship Program for Employee's Children

Responsibilities:

- Select and pack customer orders.
- Load or unload delivery vehicles and assemble stock onto pallets, warehouse trucks, racks, or shelves.
- Track stock out items and recommend new stock.
- Maintain inventory controls by collecting stock location orders and printing requests.
- Maintain safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules and regulations.
- Perform miscellaneous clerical duties.
- Other duties as required

The ideal Candidate will possess the following:

- Minimum Grade 12 education
- A strong desire to rise to a future sales position
- An outgoing personality
- Strong customer service skills
- Excellent attention to detail
- Previous warehouse handling experience will be considered an asset
- Competent with computers and various operating systems
- Ability to do light to moderate lifting (up to 50 lbs)
- Familiar with safety procedures in the workplace
- Certified forklift operator (preferred)
- Above average organizational skills
- Excellent interpersonal skills
- Willingness to go the extra mile

Graybar Canada is an equal opportunity employer that encourages interested candidates to submit a detailed resume with a **covering letter including salary expectations** to the following address:

- If applying to a job in Ontario: jobs@graybarcanada.com
- If applying to a job in Alberta: jobswest@graybarcanada.com
- If applying to a job in Atlantic Canada: hrdept@graybarcanada.com

Please include the job competition code WRHS-GW in the subject line of your email.

We wish to thank all applicants for their interest, but advise that only those selected for an interview will be contacted.