



JOB TITLE: Warehouse Assistant

COMPANY: ASUS Computer International

LOCATION: Markham, Ontario, Canada

Job Description Overview:

The warehouse assistant is responsible for assisting various duties as shipping, receiving, order picking and storing all products within the assigned warehouse in a timely and accurate manner. Including inventory tasks as unitize inventory software, maintaining processes for ensuring accurate inventory, and associated records. In this role the ability to adapt to and perform various processes efficiently and safely.

Essential Duties and Responsibilities:

- Enter inventory into system, verify information accuracy, and perform scheduled processes (e.g., billing, reports, issue sheets)
- Verify and maintain accuracy of orders picked or products received
- Ensure items are correctly packed and labelled
- Ensure all transactions are recorded in the company database
- Receive returns, count and confirm quantities, determine condition and complete paperwork
- Place the appropriate documentation with each order and ensure all cases are clearly labelled and accurately marked (e.g., pick/pack slips).
- Organize packaging procedures to ensure the safety of equipment
- Contact freight companies for shipping quotes
- Create shipping labels and other paperwork for parcels and skid shipments (e.g., waybills, shipping manifests, shipping labels); maintain accurate shipping data in warehouse management system.
- Arrange for pick-up of shipments, contact carriers for ETA, and coordinate schedule.
- Determine storage areas for incoming shipments and allocate appropriate space within the warehouse
- Assist in physically moving incoming items to designated storage areas
- Answer to customer emails and webchat
- Compile weekly reports, update various reports and tracking spreadsheets
- Other duties as assigned

Required Qualifications:

- Computer Hardware and Associated Software (e.g. data entry, document management, label making, machine control, warehouse management systems, order process systems, transportation management systems, scanning, procurement)
- Proficient in Microsoft Office applications, especially Excel
- Strong organizational, task prioritizing, and time management skills
- Excellent communication and interpersonal skills
- Ability to multi-task and manage workflow priorities
- Ability to work confidently work in a rapidly changing, fast-paced and results-oriented corporate environment where a high degree of flexibility is required

- Strong analytical skills and the ability to problem-solve with minimal direction
- Familiar with the Oracle system is an asset
- Must have the ability to absorb a large amount of information in a minimal amount of time
- Must be available for overtime and weekends if necessary.
- Some warehouse experience will be a plus
- Speaking Mandarin/Cantonese will be an asset.

Physical Requirements:

- This position requires the use of a computer, stand-alone ladder and pallet jack.
- Work involves physical work in a warehouse setting, including mobility, bending, reaching above shoulder level, occasional lifting and carrying objects (up to 40 pounds), and performing similar actions during the workday.
- Scanning Equipment (e.g. bar code scanning equipment)
- Packaging Tools (e.g. staplers, tape guns, strapping machines)
- Material Handling Equipment (e.g. Dollies, hand trucks, jacks, pallet trucks)

Application

Please email your resume and cover letter to: canadaHR@asus.com and include the job title in the subject line.

We thank all applicants for their interests but only selected candidates will be contacted for an interview.

ASUS is in compliant with the Accessibility for Ontarians with Disabilities Act 2005 , and recognizes its obligation to provide accommodation in the job application process to persons with disabilities on request, up to the point of undue hardship. Requests for accommodation should be directed to Human Resources.