



## Job Posting

**Job Title:** Warehouse Picker  
**Status:** Temporary  
**Reporting to:** Manager, Fulfillment Centre  
**Location:** Ottawa, Ontario

### **About Lee Valley:**

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high-quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

### **Overview:**

Under close supervision, the candidate carries out routine tasks in support of both the receiving and distribution functions. Working with clearly established procedures, the candidate picks and packs products for shipment to internal or external customers. Successful candidates will be offered three-to four-week contracts, working Monday to Friday from 7 a.m. to 3:30 p.m.

### **Key Responsibilities:**

- Picking products for customer orders, internal and external
- Verification of items to packing slips/orders, counting, labelling and packing items
- Responsible for maintaining cleanliness of his/her work area (sweeping, emptying garbage, recycling cardboard and restocking)
- Putting away stock received into its designated warehouse location(s) in an accurate and timely manner
- Moving and relocating stock, when required
- Performing any other task not specified above but which, nevertheless, relates to normal warehouse functions, maintenance and safety

**Knowledge and Skills:**

- Generally requires 1-3 years of experience in a warehouse environment or equivalent
- General knowledge of Lee Valley products
- Ability to read and understand documentation e.g. purchase orders, way bills, bill of lading, packing slips

Interested in joining the Lee Valley Team?

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