KEIRSURGICAL
INSTRUMENTS FOR LIFE
DES INSTRUMENTS POUR LA VIE

Order Picker

Keir Surgical Ltd. is a Vancouver-based company that has been in business since 1923. Our mission is to be Canada's premier surgical products company, through a strong commitment to our customers, employees and products, pride in being Canadian, and adherence to a solid business strategy.

We are seeking Order Picker for full-time employment in our Vancouver-based Head Office. This position is available immediately.

The Order Picker will report directly to the Warehouse & Purchasing Team Lead and be expected to cross train in a wide variety of warehouse activities to assist where required, including but not limited to the following:

- Pick customer orders using bar-coded picking tickets, accurately recording lot numbers
- Shelve, rotate and restock product within the warehouse using designated locations
- Perform cyclical inventory counts and expiry checks
- Count and inspect incoming product deliveries for accuracy, packaging and expiry dates
- Receive goods into system using an automated warehouse management system
- Create shipments in courier software, package goods for delivery
- Enter tracking information and finalize orders through SAGE 300 ERP software
- Assist with product assembly and packaging as required
- Perform general warehouse cleaning and organization
- Assists with basic office duties as needed such as filing and mailing invoices
- Other duties as assigned

Opportunities for additional responsibilities exist for the right candidate.

Suitable candidates will possess the following skills and experience:

- Strong accuracy & attention to detail
- Energetic team player with a can-do, will-do attitude
- Basic computer literacy
- Excellent verbal and written communications skills
- Ability to stand/walk majority of the day, lift up to 50lbs, operate light-duty warehouse equipment
- Experience with SAGE 300 and/or warehouse management software (WMS) would be an asset

We offer:

- Reliable weekday schedule (no evenings or weekends)
- Ongoing training and support
- Competitive remuneration. Salary range: $35,888 - $42,000.
- Comprehensive benefit plan after 3 months
- Profit share opportunity

Please send a cover letter and resume to hiring@pacificsurgical.ca. We thank all those who apply, short-listed candidates will be contacted.