

520 Boxwood Drive, Cambridge, Ontario, Canada N3E 0A6  
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Knapp Fasteners Inc. is a privately owned fastener distributor located in Cambridge Ontario. Since establishment in 1987, Knapp Fasteners has strived for exceptional service and going the extra mile for all our customers! We set high standards for ourselves and are proud to be an ISO 9001:2015 certified company. We have experienced great success over the years and attribute this success to our dedicated and hard-working employees. We are proud to provide a great place for our employees to come to work with a strong company culture that is inclusive and based on respect and open communication. Knapp Fasteners offers competitive wages, a benefit package and a RRSP savings plan for all full-time employees.

We are looking for a new Warehouse Associate to join our team. If you are interested in this position, we would love to hear from you! We will be conducting telephone and video conferencing interviews for this position to ensure everyone's safety during the COVID-19 Pandemic.

We are looking a person who has a strong work ethic, adaptable to change and most importantly values collaboration with coworkers based on trust and respect.

Location: 520 Boxwood Dr. Cambridge, Ontario N3E 0A4

Hours: 40 hrs/wk

Schedule: Monday- Friday - Days

### **Key Responsibilities:**

- Following all company policies and ISO 9001:2015 work procedures
- Picking, packing and shipping orders per customer or work instructions
- Unloading courier trucks and receiving products according to purchase orders when required
- Assisting customers at the service counter, and doing local deliveries and pickups when required
- Communicating necessary shipping and receiving information with other department
- Other related duties as required

### **Qualifications:**

- Excellent attention to detail and accuracy are critical for this position
- Knowledge of fasteners preferred, but not required
- Ability to work in a fast-paced environment and adapt well to changing priorities
- Candidate must work well in a team environment and have a positive attitude
- Completion of High School Education is required
- Basic Microsoft Office skills (Excel, Word) and the ability to learn our inventory management system
- Ability to safely lift 40-60lbs
- Valid forklift license
- Valid driver's license is an asset

Please note on the job training will be provided to chosen candidate.

If you feel you would be a good fit for Knapp Fasteners, we look forward to hearing from you! Knapp Fasteners Inc. welcomes applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the selection process.