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<b>JOB TITLE:</b>	<b>Warehouse Labourer</b>
<b>Supervisor:</b>	<b>General Manager</b>
<b>Pay Range:</b>	<b>\$20.00 to \$25.00 per hour</b>
<b>Start Date:</b>	<b>End of February / Early March 2024</b>

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### **ABOUT ALEXANDER TUBULAR INC.**

Alexander Tubular Inc. (ATI) is where innovation meets industry! We're not just your average company; we're a bold startup venturing into the world of producing high-quality HDPE pipe products. While we're in start-up mode, we are also part of a thriving, collaborative, and supportive community. We're on the lookout for passionate individuals ready to help shape the future of our industry.

Unlike traditional manufacturing positions, at ATI, you're not just a cog in the machine; you're a crucial player in building the foundation of our success. We're building more than just a business; we're building a legacy!

### **POSITION DESCRIPTION**

We are looking for a dedicated and hardworking General Labourer to join our warehouse team. You will play a crucial role in supporting the efficient operation of our warehouse by performing various tasks, such as loading and unloading materials, organizing inventory, and maintaining a clean and safe workspace. Our ideal candidate will be physically fit, detail-oriented, and capable of working in a fast-paced environment.

Reporting to our General Manager, your mission is to help ensure our warehouse is clean, organized, and operates efficiently and safely.

### **ESSENTIAL FUNCTIONS:**

- **Material Handling:**
  - Safely load and unload materials from delivery trucks.
  - Move, stack, and organize inventory within the warehouse using appropriate equipment, including but not limited to: forklift, pallet jack, etc.
- **Inventory Controls:**
  - Assist in conducting regular inventory counts and reconcile discrepancies.
  - Endure accurate labeling and proper storage of product.
- **General Maintenance:**
  - Keep the warehouse and surrounding area clean and organized.
  - Perform routine maintenance on equipment and report any issues promptly.
- **Quality Control:**
  - Inspect incoming and outgoing shipments for accuracy and quality.
  - Report and damaged or defective items to supervisors.
- **Safety Compliance:**
  - Adhere to all safety guidelines and protocols at all times.
  - Utilize personal protective equipment (PPE) as required.
- **Team Collaboration:**
  - Work collaboratively with team members to accomplish daily tasks.
  - Communicate effectively with supervisors and other team members regarding task progress and any challenges encountered.



**MINIMUM QUALIFICATIONS FOR CONSIDERATION:**

- A team player
- Respects shifts start times.
- Understands safety regulations and applies them daily.
- Good organizational skills
- Excellent problem-solving skills

**PHYSICAL REQUIREMENTS:**

- The incumbent will perform physical efforts such as climbing, lifting to 50 pounds, and reaching.
- The incumbent will also be seated for short periods of time and do repetitive work at the computer in addition to considerable walking.
- Stands 80-100% of the time. Must squat, bend or stoop as much as 25% of the time on some days.
- May be required to climb stairs or ladder and work on elevated platforms. Involves getting into and out of lift trucks and other mobile equipment.
- Must be continually alert to mobile machinery. Must be able to cope with the pressures of extrusion equipment that runs continually in a 24-hour period. Must be able to understand and retain safety subject training.

**GUIDELINES:**

- Incumbent uses guides and employer standard operating procedures, in addition to handbooks, policies, and precedents.
- Guidelines include Citizen Potawatomi Nation supply and Alexander Tubular equipment management regulations and directives, handbooks, precedents, and files of previous projects.
- The Incumbent implements adaptations in dealing with problems and unusual situations always with the best interest of the company.
- Guidelines may include the Quality Management system Manual.

**COMPLEXITY:**

- As the level of difficulty increases, the incumbent considers differences in the courses of action and refines methods or develops new techniques, concepts, theories, or programs to solve problems.
- Incumbents will frequently be faced with unusual circumstances and incomplete or conflicting data in addition to various staff and personnel who have special interests and individual priorities, which may conflict with existing policy and procedures.
- The level of difficulty will vary from mild to intensive and complex circumstances on a routine basis.
- The incumbent is often required to depart from past approaches and to extend traditional techniques or develop new ones to meet major objectives and projects without compromising responsible methods and integrity principles.



**SUPERVISORY CONTROLS:**

- Incumbent is under the immediate supervisor of the General Manager.
- Supervisor assigns work on information regarding the objectives, priorities, and deadlines.
- Incumbent handles all work independently according to instructions, established policies, and generally accepted principles.
- Incumbent independently plans and carries out the projects and selects the approaches and methods to be used in solving problems.

**NOTE:**

- The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

**HOW TO APPLY:**

Please send us an email letting us know you're interested in joining our team. Please make sure you include your resume. Our email is: [hr@alexandertubular.ca](mailto:hr@alexandertubular.ca)

**If you've already applied to one of our other openings, no need to reapply. We've got your application and will consider you for all of our openings. We appreciate your interest in joining our team and the time you took to apply, we don't expect you to apply twice!**

**EQUAL OPPORTUNITY EMPLOYER:**

ATI is committed to providing equal employment opportunities to all employees, job applicants, and stakeholders. We foster an environment based on diversity, equity, inclusion, and belonging, ensuring a workplace free from discrimination based on race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Our hiring decisions are based on qualifications and merit, creating an inclusive environment where all individuals are treated with respect. We comply with all applicable laws and regulations governing equal employment opportunities and welcome candidates from diverse backgrounds.

If you require assistance or accommodation during the application process, please let us know.