

Warehouse Associate

ABOUT US:

Quester Tangent has had the privilege of being at the forefront of the train technology industry for over 30 years. Based on Canada's beautiful Pacific Coast, our talented team takes pride in helping to make smarter and more connected trains through every stage of the lifecycle - from design to ongoing support. Our leading-edge solutions help enhance public transit systems across North America, making travel safer, more efficient, and comfortable for everyone.

When you join Quester Tangent you will be joining a closely-knit team that is passionate about the work we do and the positive impact it has on transit systems. Working on large, multi-year projects allows you to see the long-term difference you are making. If you would love to contribute to meaningful change in the world's transit networks, Quester Tangent would love for you to join our team.

THE ROLE:

The Warehouse Associate is responsible for supporting daily warehouse operations, including receiving, inspecting, organizing, and storing inventory; preparing and fulfilling orders; and maintaining accurate inventory records. The role ensures materials are handled efficiently and accurately to support production and shipping requirements.

COMPENSATION:

The salary range for this role is \$24-27 per hour, though actual compensation may vary based on factors such as experience and qualifications.

KEY RESPONSIBILITIES:

- Support material kitting processes for Production and proactively address material shortages to ensure timely delivery to the production floor.
- Maintain accurate inventory and purchasing data by updating ERP systems, databases, and related reports.
- Perform cycle counts and participate in annual physical inventory counts to ensure inventory accuracy.
- Receive incoming shipments, verify contents against purchase orders, and complete receiving documentation.
- Unpack and inspect merchandise to confirm quality and quantity meet company standards and specifications.
- Process accepted or returned goods in accordance with established procedures.
- Accurately record all inventory transactions within the ERP system.
- Organize and store inventory in designated locations, ensuring proper labeling and traceability.
- Prepare, pack, and stage orders for shipment in accordance with company procedures and standards.
- Load shipments and support customer pick-ups using appropriate material handling equipment.
- Handle sensitive and electronic materials with appropriate care.

- Coordinate with suppliers and carriers to track, expedite, or return non-conforming or delayed shipments.
- Process documentation, reports, and materials for distribution to appropriate stakeholders.
- Maintain a clean, organized, and safe warehouse environment.
- Utilize warehouse tools and equipment (e.g., pallet jacks, hand trucks) safely and effectively.
- Perform other related duties as assigned by the Supervisor.

QUALIFICATIONS, SKILLS AND ABILITIES:

- 3+ years of experience in a warehouse, logistics, or similar environment.
- Basic working knowledge of inventory control systems and warehouse processes.
- Experience working with MRP/ERP systems is preferred.
- Proficiency with computers and standard software applications (e.g., MS Office).
- Strong organizational and attention-to-detail skills.
- Effective communication and interpersonal skills, with the ability to work both independently and within a team.
- Ability to work in a fast-paced environment with a proactive and results-oriented approach.
- Demonstrated reliability, accountability, and commitment to quality and team collaboration.
- Ability to lift up to 50 lbs and safely use ladders (up to 6 feet).
- Valid Class 5 driver's license is an asset.

WHY JOIN QUESTER TANGENT?

- **Expertise and Innovation:** At Quester Tangent, your ideas shape our future. Our creative community tackles challenges together, celebrating each step forward.
- **Impactful Work:** As a passionate team, we're devoted to improving public transit and making a real difference in communities worldwide.
- **Growth and Development:** We invest in your development through mentorship and opportunities, helping you build expertise and advance your career.
- **Work-Life Balance:** We value your time outside of work and encourage you to disconnect and recharge after hours.
- **Inclusive Culture:** Your unique perspective makes us better. Here, differences are celebrated, and every voice shapes our success.
- **Perks and Benefits:** From quarterly "me days" to engaging company events, our strong compensation package supports your well-being.

To apply for this role, please send a cover letter and resume to HR@questertangent.com, identifying the position to which you are applying for.

Quester Tangent Corporation is an equal opportunity employer and encourages applicants from diverse backgrounds, including women, Indigenous peoples, persons with disabilities, and members of visible minorities. We are committed to providing accommodation throughout all stages of the recruitment process in accordance with the British Columbia Employment Standards Act (ESA). If you require accommodation during the hiring process, please inform the Human Resources representative. All information regarding accommodation requests will be handled with the utmost confidentiality.