



Warehouse Assistant

Based at: Buffalo Creek Mills, Altona, MB

Location: 5 Park Ave, RM of Rhineland Industrial Park
Altona, MB

Buffalo Creek Mills is an oat processing facility located one mile north of Altona, Manitoba. As a company, we take pride in making a positive impact on our local and global communities by providing reliable and food-safe oat products.

Our company values individuals who take initiative to create a positive work environment, embrace teamwork and want to grow together with the company. Buffalo Creek Mills is successful because of the hard-working, passionate, and authentic people who work here. If this speaks to you and the values that you hold, a career at Buffalo Creek Mills may be right for you.

Job Purpose:

The primary responsibility of the Warehouse Assistant is to maintain the organization of the warehouse products and packaging materials.

Key Responsibilities:

- Operate the forklift safely to move around products and supplies as required;
- Ensure shipments are prepared and that the quality and quantity of packages are up to shipping standards;
- Receive packaging materials ensuring the documentation is recorded and the materials are stored properly;
- Oversee the flour mill packaging operations to ensure totes are filled, labeled and properly stored in the warehouse;
- Ensure the proper organization of the warehouse based on shipments and product type;
- Responsible to comply with all Health & Safety, Food Safety, and Human Resource policies and procedures;
- Other duties as assigned by the Packaging & Warehouse Supervisor.

Minimum Qualifications:

- Experience operating a forklift;
- Ability to take initiative and problem-solve;
- Ability to manage priorities while maintaining organization;
- Ability to work independently with minimal supervision and in a team environment;
- Ability to take verbal and written instructions.

Employment:

- Full-time, Monday to Friday, 3:30pm - 12:00am;
- Overtime may be required;
- Immediate start date.

Salary and Benefits:

- Wage is based on skills and experience;
- Competitive benefits package and group pension program.

Job type: Full-time

