



Job Title: Warehouse Associate
Reports to: Operations Manager
Status: Full-Time, Non-Exempt

Department: Operations
Effective Date: June 2026
Location: Winnipeg, MB

Summary:

This position is responsible for maintaining customer satisfaction by working in a professional and ethical manner with all stakeholders in the shipping process and ensuring the safekeeping, protection, and proper storage of all warehouse goods and products.

Essential Functions:

- Model the Replenex Core Values.
- Maintain a thorough knowledge of products to Read customer sales order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Convey materials and items from receiving to storage or to other designated area.
- Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, color, or bin location.
- Assemble customer orders from stock, just-in, or cross-docked, and prepares orders for shipment in a timely manner according to customer expectations.
- Properly marks materials with identifying information.
- Records amounts of materials or items received or distributed to properly maintain inventory records.
- Perform cycle counts as directed.
- In partnership with appropriate individuals, document, investigate and resolve shipping and receiving errors.
- Perform general housekeeping duties as directed which include but are not limited to bulb replacement, recycling eligible items, floor sweeping, snow removal of walkways and docking area, and record storage.
- Occasional training of new hires in same position
- Suggest improvements to various warehouse processes when able.
- Participate in development of department programs, systems, procedures, and methods of operation.
- Attend scheduled meetings as directed.
- Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Competencies:

- Ability to operate a forklift.
- Valid driver's license and clean driving record.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Solutions oriented.
- Ability to function well in a high-paced and at times stressful environment.

Supervisory Responsibilities:

- None.

Education and Experience:

- High school diploma or equivalent.
- Product related experience in industrial supplies desired.

Work Environment:

- Normal hazards associated with a routine warehouse setting including typical temperature and lighting variations and equipment noise.
- Frequent sitting, standing, walking, repetitive movements, carrying, stooping, and speaking.
- Operate phone and computer to update receiving records and generate shipping documents and stocking direction.
- Must be able to dead lift and carry up to 70 pounds on a regular basis

Travel Required:

- None

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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