



## Job Posting

**Title:** Put Away/Stocker

**Department:** Stationery Distribution Center

**Reports to:** Sherri Brooks

**Date of Posting:** July 12 2010

## Job Description

We are seeking an individual who has great attention to detail, who prides themselves on exceptional customer service and professionalism to put product away in designated spots in our Distribution Center. This is a fast paced position.

The role of Put Away/Stocker includes such duties as, but not limited to:

- Putting away product accurately and in a timely manner
- Rotation of stock
- Stocking of shelves
- Reporting discrepancies and errors
- Keep workspace clean and tidy
- Other duties as required

Ideally the candidate for the role will have the following qualifications and/or experience:

- Attention to detail
- Forklift experience is an asset
- A team player
- A can do, positive attitude
- Ability to consistently lift up to 60 lbs
- Ability to climb ladders
- Time management
- Self starter
- Receiving and/or put away experience

Our compensation will be \$12.00 per hour plus a benefit package, bonus structure and profit sharing.

This is a full time position, Monday to Friday from 7 am to 3:30 pm and may require overtime during peak periods.

Please submit your resume to Sherri Brooks, Stationery DC Manager, Monk Office Supply Ltd. 800 Viewfield Road, Victoria, B.C. V9A 4V1 or [sbrooks@monk.ca](mailto:sbrooks@monk.ca)