



MONERIS SERVICES  
CORPORATION

## Warehouse Clerk, Montreal (Full time temporary position)

The Warehouse Clerk (Level 1) is an entry level position whose primary responsibility is to provide support for the various pick and pack activities within the warehouse. This position reports directly to the site Logistics Manager however the daily work load is distributed by the Warehouse Coordinator responsible for the production cell in which the Warehouse Clerk has been assigned.

### Responsibilities:

- Unpack and sort all POS, System and non serialized equipment returned to MSC distribution centre. Returns initiated by POS merchant, system customers and field service organization. Processes returns and update database as per documented procedure.
- Unpack, label and scan new devices in database. Store surplus packaging and segregate non serialized inventory as/when necessary.
- Process encrypted POS devices following key injection: package, label and lot equipment according to procedure. Move to pre-designated warehouse location.
- Prepares pre-package kits for POS equipment, peripherals, stationery and literature as required. Ensures all kits meet predetermined packaging specifications. Checks all kits to ensure quality of contents and accuracy. Prepares replenishment orders for other stocking locations, tests devices before packaging, and creates ship transactions in the inventory system
- Prepares orders for special projects and rollouts. Fulfills order based on specifications provide by project lead. Validate contents to ensure quality and accuracy of orders
- Fulfill merchant orders for serialized and non serialized inventory. Pick and pack equipment, perform data input to update order on system, create plates and admin cards when necessary. Ensure that contents of order match system generated pick ticket.
- Performs cycle counts when necessary and participates in the annual inventory count.
- Provides back up to other warehouse clerks when necessary. Daily responsibilities and assignments may vary based on the priorities of the department. Assignments delegated by Warehouse coordinator or Logistic Manager
- Participates in special projects that require the physical redistribution of inventory within the warehouse. This includes activities such as equipment relocation, disassembly and assembly of racking or shelving, warehouse clean up initiatives etc.
- Performs all activities and duties in accordance to established procedures. Deviation from the existing process and procedure must be approved by the site Logistics Manager
- Adheres to all HR, security and EH&S regulations implemented within the MSC warehouse. Maintain a clean and tidy work cell at all time.

### Requirements:

- Previous experience in warehouse work preferred
- Communication skills – express ideas in a clear and concise manner. Ability to interact with internal partners.
- Ability to set priorities and schedule/co-ordinate the flow of work and meet established deadlines.
- Teamwork – cooperate with and obtain cooperation from other departments
- Dependability – demonstrate reliability in completing assignments on time, providing effective service or meeting deadlines as required by the job
- Post secondary education preferred.
- Proficiency with MS Outlook, Excel, Word and Access required as well as a good working knowledge of work flow and procurement systems, knowledge AS/400