



Company Name: PS Production Services (www.psp.com)

Position Title: Warehouse Crew

Employment Category: Regular/Full Time (40+ hours per week)

Location: 8301 Eastlake Drive, Burnaby BC

To apply: Please submit a resume and cover letter stating your salary expectations to HumanResources@simdigital.com

PS Production Services, a division of the SIM Group, is looking for Warehouse Crew members for our Lighting, Grip, Cable and Swing Departments.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Pull and ship orders following defined processes
- Receive rental orders and purchases following defined processes
- Maintain positive and courteous customer relationships
- Conduct all duties expeditiously in a safe and careful manner to minimize damage
- Identify and refer defective bar codes to the Department Head or Floor Manager for resolution
- Refer data entry errors or COD orders to the Rental Coordinator
- Perform testing and maintenance on equipment as assigned
- Identify issues and make recommendations (includes damaged equipment on shelf, defective bar codes, internal communication issues, paperwork, customer relations, etc.)
- Build team relationships with co-workers
- Provide assistance in other departments as required

QUALIFICATIONS:

- Physically fit and able to repetitively lift heavy products

- Warehouse experience preferred
- Film production experience an asset
- Good oral and written communication skills
- Basic computer skills
- Keen interest in the film industry/shipping and receiving

JOB COMPLEXITIES:

- attention to detail, accuracy and timeliness of all processes
- cope with high work volumes
- know when to refer for higher level approval
- maintain communications during times of high work volume
- maintain temperament during times of high stress and customer complaint
- must be capable of operating a forklift and order picker
- availability to do overtime including weekends

WORKING CONDITIONS AND PHYSICAL EFFORT:

- on feet for extended periods of time
- frequent heavy lifting (up to 100 lb)
- warehouse conditions; exposure to climatic changes
- may be required to work outside for extended periods
- repetitive movement with hands while using equipment
- some exposure to chemicals
- frequent bending and kneeling
- overtime may be required including weekends