



## **Job Posting: Warehouse/Receptionist**

### **Company Overview:**

We are a dynamic and rapidly growing company in need of a versatile individual to join our team. We are looking for a Warehouse/Receptionist who can handle multiple tasks efficiently, ensuring the smooth operation of our front office and warehouse. If you are an organized, detail-oriented, and customer focused individual who enjoys working in a fast-paced environment, we encourage you to apply!

### **Position: Warehouse/Receptionist**

### **Location: Dieppe, NB**

### **Key Responsibilities:**

#### **Warehouse management:**

- Receive, inspect, and record incoming shipments.
- Organize and maintain inventory.
- Prepare orders for shipment, ensuring accuracy and timeliness.
- Assist with restocking and arranging products on shelves.
- Ensure a clean and organized warehouse space.

#### **Reception duties:**

- Greet and assist visitors and customers in a friendly and professional manner.
- Answer phone calls and direct them to the appropriate department.
- Manage incoming and outgoing mail and packages.
- Assist with administrative tasks, including data entry and filing.
- Provide general support to various departments as needed.
- Enter invoices and payables into the ERP system.

### **Qualifications:**

- High school diploma or equivalent.
- Strong organizational skills and attention to detail.
- Excellent communication and customer service skills.
- Ability to lift and move heavy packages, up to 50 lbs.
- Basic computer skills (Microsoft Office, email).

### **Benefits:**



- Competitive compensation based on experience.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Career advancement opportunities.
- A supportive and inclusive work environment.
- Training and development programs.

**How to Apply:**

If you are a motivated and dependable individual looking to be part of a growing team, please submit your resume and cover letter detailing your qualifications and why you are interested in this role to [careers@linestar.ca](mailto:careers@linestar.ca). In the subject line, please mention "**Warehouse/Receptionist Application – Dieppe**".

**Application Deadline:**

The application deadline is **October 31, 2023**. We thank all candidates for your applying for this role. Only shortlisted candidates will be contacted for further assessment.

**Note:**

*LineStar Utility Supply Inc. is an equal opportunity employer. We value diversity and are committed to creating an inclusive and accessible workplace for all individuals. If you require any accommodation during the recruitment process, please inform us, and we will make appropriate arrangements.*