



## Warehouse Assistant

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We're passionate about play. We believe that bringing play to communities makes the planet more livable and socially just. With thousands of installations across the world, we're excited to be a part of the movement toward a healthier, happier, global community by offering innovative aquatic play solutions designed for developing minds, thrill seekers, budding explorers, and the young at heart.

Our work culture is important to us and we believe that with a team of people who **CARE** we can achieve amazing things. From tacking a weld to putting the final touches on a piece of ad copy, we believe that every task we undertake is important and deserves our utmost **COMMITMENT**, an **ATTITUDE** that anything is possible, mutual **RESPECT**, and a level of **EQUALITY** that invites collaboration.

We're always looking for exceptional people to join the Waterplay Group of Companies. If you like working in a fast-paced, dynamic environment, have a passion for play, and truly **CARE**, then we'd love to hear from you.

### Position Overview:

Responsible for shipping parts orders, maintaining receiving of product and supporting Logistics coordinator role.

### Key Responsibilities:

#### Logistics / Shipping

- Process all parts and marketing orders and invoice daily
- Code vendor invoices for accounting when required
- Coordinate shipments on UPS
- Communicate outbound shipment information to applicable internal personnel
- Special project shipping such as to and from trade shows and remote staff

#### Other

- Receive small package orders from Vendors, and process in Visual Manufacturing software
- Maintain internal work order processing and receive finished goods
- Help in assembly of final product (when required)



### Inventory

- Ensure physical inventory is consistent with computer system
- Help maintain accurate bin location system
- Assist with inventory counts and cycle counting

### Other duties

- Help purchasing follow-up on outstanding orders
- Other duties assigned by supervisor

### Education

- Minimum High School Diploma

### Experience

- Warehouse / Manufacturing / Shipping experience an asset

### Skills

- Good computer skills, MS Office Suite
- Previous shipping and receiving experience is preferred

In addition, please send your resume and salary expectations with a cover letter to [careers@waterplay.com](mailto:careers@waterplay.com) with “**Warehouse Assistant**” in the subject line or via mail to:

Attention: Careers  
Waterplay Solutions Corp.  
805 Crowley Ave  
Kelowna, BC Canada  
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\*No phone calls or drop-ins please.\*