

EXTERNAL JOB POSTING



Toronto Research Chemicals
products for innovative research

Toronto Research Chemicals Inc.
20 Martin Ross Avenue
Toronto, ON M3J2K8
Tel: 416-665-9696

Picking Associate (Night Shift)

Toronto, ON (North York)

As a Picking Associate for the night/overnight shift, you will be responsible for the daily retrieval and storage of chemical compounds from inventory for weighing and packaging. The Picking Associate will foster a working environment that is clean and tidy, fair, positive, and driven to continuously improve. Tentative start for end of September, early October.

Key Responsibilities

- Retrieve chemical compounds from inventory for weighing and packaging
- Ensure all chemical compounds are returned and stored appropriately
- Follow appropriate instructions, including using appropriate containers
- Inspect, verify, and confirm order accuracy and correct product labelling before final packaging
- Work safely and follow company safety policy and procedures, completing regular quality product checks
- Prioritize chemical products to be weighed according to First In First Out (FIFO)
- Maintain proper organization of storage areas and update the inventory database as required
- Notify the Finished Goods Supervisor of any missing inventory potential issues
- Ensure that all incoming new products that pass Quality get properly labelled and stored according to appropriate storage conditions

Job Requirements

- Post secondary diploma, preferably in Science, Chemistry, or a related technical field
- Preferably, 1-2 years of work experience in a similar field
- Excellent interpersonal, written, and oral communication skills
- Ability to work on a team and achieve results in a team environment
- Ability to work in a MacOS environment
- Must be able to stand for a long period of time
- Will be required to climb ladders
- Must be able to lift up to 25 kg/55 lbs
- Spend varying amounts of time on walk-in freezers, as many chemicals are stored therein.
- Working closely with chemical compounds including ones that are potentially toxic or classified as Dangerous Goods and be treated accordingly
- Must be available for an evening/overnight shift; shift may change to a morning/afternoon shift depending on business needs
- Completed Criminal Background Check



TNO-The Neighbourhood Organization

EMPLOYMENT SERVICES

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Working at TRC

Our employees are our best resource! TRC ensures safety always comes first. Our commitment to safety is imperative to delivering high quality products. Our employees also enjoy a group retirement plan, 100% company paid competitive medical and dental benefits, subsidized corporate gym membership with Goodlife Fitness, Monday to Friday working hours, a casual dress code, extended growth opportunities across the TRC & LGC networks and more!

If you are interested in being considered for the above position, **along with your resume** please submit a short cover letter highlighting your experience and fit.

Please note that applicants must be legally entitled to work in Canada.

We thank all applicants for their interest; however, only those selected to proceed in the interview process will be contacted.

Recruitment is managed internally by the HR department. Candidates and recruitment agencies, please note that your **inquiries should be directed to the HR department only**.

TRC is an Equal Opportunity Employer; promoting accessibility and inclusivity at work and offering accommodation for applicants as required and requested.

To apply for this job, please contact Aziz @ Tel: 416-467-0126 or Email: employmentservices@tno-toronto.org