



HEALTHCRAFT

JOB DESCRIPTION

ARE YOU OUR NEXT
REMARKABLE TEAM MEMBER?



EVERY SPACE
A SAFER PLACE

JOB DESCRIPTION: Order Processing / Shipping Operator
Vacancy Status: Role is for an existing vacancy
Business: Home Medical Assistive Products Manufacturer

HealthCraft Group is looking for an **Order Processing / Shipping Operator** to join our growing team. **In this position, you will be a part of the end-to-end processing of customer orders, including picking, packing, and shipping.**

WHO WE ARE:

HealthCraft Group is a leading Canadian based designer and manufacturer of fall prevention safety solutions for loved ones at risk of a fall in their living space. You will find our products worldwide in over 25 countries helping millions of loved ones daily. Put simply, we are on a mission to make every space a safer place through Fall Prevention Simplified.

WHERE WE ARE HEADING:

HealthCraft is in growth mode and building for the future, which is where you come in. We are searching for an **Order Processing / Shipping Operator** who can bring this mission critical position to the next level and beyond. Buckle up, the position is fast paced and demanding with expectations that you fit and thrive within our unique HealthCraft culture. Come to work every day knowing that what you do matters. HealthCraft changes lives, let it change yours. If you think you fit and have grit, continue reading.

REQUIREMENTS INCLUDE:

- 1 year experience order picking and packing, warehouse environment
- Familiarity with scanners and inventory systems
- Computer skills and experience with ERP order processing software
- Willingness to work in a fast-paced, collaborative, team-based environment
- Strong work ethic and punctuality
- High School Diploma, GED or equivalent
- Strong communication skills, English; verbal and written
- Knowledge of workplace safety guidelines
- Safety Footwear

JOB RESPONSIBILITIES:

- Accurately pick products from racking using order sheets and handheld scanner
- Verify picked product and quantities against customer order
- Assemble and fill boxes and other cartons with picked products
- Label and organize packages for shipment
- Assist with loading / unloading trucks as needed
- **Performance targets (fast paced), customer deadlines for shipment delivery**
- General housekeeping
- Compliance with all safety guidelines
- Compliance with all HealthCraft policies and procedures
- Candidates that hold forklift license will be given preference

WORK CONDITIONS

- Ability to lift objects up to 50 lbs
- Must be able to lift, push, pull or carry objects
- Use of Personal Protection Equipment will be required (safety eyewear, safety footwear)
- Requires good manual dexterity
- Excellent stamina is required
- Work in conditions of heat, humidity, dust, noise, repetitive tasks, and hazards associated with a machine shop / manufacturing environment
- Lengthy periods of time standing

TOTAL COMPENSATION & CARE:

- **Base Salary:** Dependent on experience and demonstrated performance, ranging from **\$20.00 to \$23.00** per hour depending on the skills.
- **Performance Award:** Dependent on business success and contribution
- **Formal training:** Budget per year based on growth plan
- **Informal training:** Personal development one-on-one & group coaching/mentoring from Management, Leadership Team, and outside experts on topics such as health & wellness, communication & personality type awareness (DISC), organizational skills
- **Health Insurance:** A comprehensive Employee Benefit Program which includes; Health, Dental, Vision, and confidential Employee Assistance Program (EAP) which includes mental & financial health planning & counseling for you and your family
- **Income Protection:** Long term disability, life insurance and discretionary sick or personal time
- **Paid Time Off:** **3+ weeks** provided as 10 Vacation Days, 3 Paid HealthCraft Personal Days & 3 Common Paid Team Days
- **Paid Statutory Holidays:** 9 Days
- **Social Time:** Frequent Team events such as Live Music Jam sessions, personal development training, Coffee & Donut “meet your teammates” sessions, Team BBQ’s and lunches, Pancake Breakfasts, & Team Spirit Activities.

- **Team Services:** We are a community that looks for opportunities to help with making your life work balance better
- **Parking:** free on-site parking
- **Meaningful and Challenging Work:** An opportunity to work and grow with one of our industry's top awarded, most innovative companies; one that is making a difference in millions of lives
- **Curated intentional Culture:** A remarkable and intentional organizational culture focused on learning, growth, engagement, and communication

WORKPLACE:

- Manufacturing Environment
- Disciplined / Quality Assurance ISO13485:2016 workplace
- Team Culture; Core Purpose and Core Value driven culture with a monthly measured world class attained employee net promoter score. (eNPS)

ABOUT HEALTHCRAFT:

OUR PURPOSE:

Fall Prevention Simplified for 10 million Loved Ones. To end the epidemic of preventable fall injuries and deaths in the world's living spaces.

OUR CORE VALUES:

R.I.G.H.T.

- Results Oriented
- Improvement Mindset
- Gratitude
- Helpfulness
- Team Driven

HealthCraft may use artificial intelligence (AI) to screen, assess, or select applicants for this position.

HealthCraft promotes the principles of diversity and inclusion. We encourage applications from women, people with disabilities, Aboriginal peoples and persons of all races, ethnic origins, religions, sexual orientations, and gender identities and expressions. HealthCraft provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.