



GRAPHENSTONE
THE ORIGINAL & AUTHENTIC

Now hiring.

Production Associate



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Job Overview:

Reporting to the Operating Director, this position is responsible for mixing and shaking paint as required, packaging online orders, managing inventory including stocking shelves, and receiving product shipments.

Key Responsibilities:

- Mix and shake paint as per specifications.
- Package and fulfill online orders in a timely and efficient manner.
- Receive and check incoming product shipments, ensuring accuracy and completeness.
- Able to operate basic software including Point of Sales, Microsoft Word, Excel Spreadsheet, etc.
- Stock shelves and maintain inventory levels.
- Keep the work area clean, organized, and safe.
- Appropriate execution of store standard procedures, from store opening to store closing.
- Follow all safety protocols and guidelines.
- Flexible to work all scheduled hours, work hours will be based on business needs. Part Time to start, 15-20 hours/week. No Weekends.

Qualifications:

- High school diploma or equivalent.
- Experience in a similar role is preferred.
- Knowledge of basic inventory management practices.
- Ability to use basic tools and equipment.
- Strong communication and interpersonal skills.
- Strong organizational skills, accuracy, and strong attention to detail
- Ability to lift heavy boxes and materials up to 50lbs.
- Willingness to learn and take on new tasks.
- Ladder Safety and WHIMIS an asset
- Yearly safety boot allowance.

We appreciate the interest of all applicants and will be contacting candidates whose skills, experience and qualifications best meet the requirements of the position.



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