

Do you have a passion for mountain biking and the outdoors?

Serving Western Canada since 2002, Mountain Exposure is built on a passion for the outdoors and a dedication to providing the best service in the industry. We specialize in the manufacturer representation of Outdoor, Ski, and Cycling clothing, equipment, and footwear. Over the years, we have carefully selected and established relationships with brand partners that share our respect for nature, people, and life.

Mountain Exposure is looking for an individual who is comfortable working independently and who holds a passion for mountain biking and the outdoors for the role of Warehouse Assistant. This role is a key part of the Mountain Exposure Distribution Business Unit and will directly report to the Logistics Coordinator within the distribution division.

PURPOSE OF ROLE

The *WAREHOUSE ASSISTANT* is a multifaceted role requiring the ability to adapt to a fast paced and changing environment. Undertaking a variety of day-to-day tasks, the Warehouse Assistant is an integral part of the Distribution Business Unit, supporting the success of company goals and objectives.

WHAT YOU WILL DO**SHIPPING/RECEIVING****Operations**

- Maintain a safe, orderly, and organized workspace & warehouse floor
- Maintain and communicate supply levels and order new supplies in a timely manner
- Communicate with office staff and sales representatives involved in the shipment and receipt of product
- Engage with couriers/drivers with a positive attitude and ensure accurate recipient information
- Update and maintain accurate inventory tracking
- Coordinate/prepare movement of product/samples between warehouse and showrooms (AB & BC)

Outgoing

- Ensure orders are processed efficiently and that the delivery of products meets customers' expectations and business timelines
- Determine the most efficient and cost effective method of shipping
- Ship and fulfill customer orders in the inventory system, inputting accurate tracking numbers
- Receive, prepare and ship packages as required for continuity of business (prizing, seeding, event supplies, etc.)

Incoming

- Receive, verify, and stock inventory in the warehouse
- Ensure sufficient storage space for large incoming shipments
- Inspect shipments for quality and adjust inventory accordingly
- Verify shipment information against bills of lading, invoices, orders, or other records

DISTRIBUTION

- Support Mountain Exposure sample website, ensuring the accuracy of inventory & communicate any discrepancy to Logistics Coordinator
- Process orders from sample sales and distribution sales
- With oversight from the Logistics Coordinator, assist with the fulfillment of MountainX brand distribution
- Monitor deliveries and any past due shipments
- Process orders from dealers, B2B, ship and assist with warranty requests/issues
- Receive orders and communicate with Logistics Coordinator to report any instance of back orders or discrepancies

WHAT YOU WILL BRING

- Previous warehousing or shipping/receiving experience is an asset;
- Analytical and problem solving skills;
- A health and safety mindset and approach to all work practices and processes;
- Knowledge of warehouse systems and processes;
- Excellent organizational and time management skills;
- Knowledge of mountain pursuits and lifestyle is an asset, particularly mountain biking;
- Knowledge of bike builds and components is an asset;
- Excellent communication and relationship building skills;
- A great sense of humour and ability to contribute to our team culture;
- Adaptable to a fast paced and changing environment;
- A self starter and ability to work independently;
- Basic knowledge of Excel, Google suite, Office suite, CRM, E-Comm, etc.

WHAT WE CAN OFFER YOU

- An opportunity to work in a driven and fun inclusive culture with a passion for the outdoors.
- Flexibility.
- A work-life balance.
- Bonus eligibility.
- Perks and incentives for products and gear.
- Hourly rate at \$17 - \$19/hour
- Part-time role: Monday – Friday, 5 days a week and a min. of 25 hours per week. Extended hours available as needs require.

ROLE REQUIREMENTS

- Must be located in Calgary or surrounding areas.
- Flexible working hours.
- A valid driver's license and a reliable vehicle will be required.
- Ability to physically and safely lift/move up to 75 lbs.
- Comfortable with heights, ladders, and overhead lifts.
- Successful completion of a required criminal background check and security clearance.

We are an equal opportunity employer and committed to an inclusive and diverse workplace for all individuals. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment process. All accommodation information will be treated as confidential and used only to provide an accessible candidate experience.