



# CAREER OPPORTUNITY

**ProKontrol** is the largest distributor of heating, ventilation, air conditioning and refrigeration controls (HVACR) for commercial buildings in Canada. We distribute all major brands of **HVAC controls** under one roof.

**More than a Supplier...A Solution!** In addition to products and parts support, we also offer retrofit services, start-up services, telephone and on-site technical support, engineering design, panel assembly, technical drawings/wiring diagram and software programming. For 40 years, **ProKontrol** has been showing consistent growth with locations in Laval, Longueuil, Quebec, Toronto, Ottawa and Halifax in addition to our location for combustion. We are looking to fill the following position:

## Warehouse Clerk

Interested in a career with the **ProKontrol** team? Please send your resume to: [cv@Prokontrol.com](mailto:cv@Prokontrol.com)

### Main Responsibilities

- Plan the work to be carried out based on delivery reports and back-ordered items
- Ensure consistency between physical inventory movements and system records
- Receive physical goods
- Enter received goods into the system
- Perform inventory counts
- Assemble and package customer orders (boxes or pallets) for shipping or pickup
- Plan orders to be delivered based on order reports
- Assemble customer and inter-branch orders
- Prepare delivery documents and labels
- Refill the showroom display
- Operate a forklift
- Maintain cleanliness of own work area, common areas, and restrooms
- Collect recycling and office waste
- Ensure safe access to the branch during winter (snow removal and de-icing)
- Stay up to date with knowledge pertaining to new products and technologies
- Attend training sessions given by suppliers and participate in industry meetings, seminars and trade shows

### Requirements

- High School Diploma
- Comfortable with computers
- Ability to perform physical work
- Fluency in French is required; basic English is an asset (used for documentation and communication with other branches)
- Ability to operate a forklift

### Competencies

- Teamwork
- Initiative
- Sens of Responsibility
- Productivity
- Learning Capacity
- Planning and Organizing Skills
- Multitasking

### We Offer

- Competitive Salary
- Full Benefits Plan including Teledoctors
- Parking, Kitchen and Complimentary Hot Beverages
- Opportunity to grow within the company
- Personalized Training for all
- Stable schedule within our offices - 8:00 am to 5:00 pm
- BBQ & Other Festivities
- Technical Challenges and numerous products to explore!

**Permanent • Full Time • Based in Laval**

*You're part of the solution!* Please send your resume to: [cv@Prokontrol.com](mailto:cv@Prokontrol.com)

