

**WAREHOUSE SPECIALIST**  
**FULL-TIME / PERMANENT****CIOT DETROIT - 1080 COOLIDGE HIGHWAY, TROY, MI 48084**

Ciot is a leading importer and retailer of marble, granite, limestone, slate, onyx, semi-precious stone, decorative glass, quartz, ceramic and porcelain stoneware tiles, slabs and mosaics, as well as kitchen and bath fixtures and accessories within the areas served. The company operates showrooms in Detroit, Toronto, Vaughan, Mississauga, Montreal, Brossard, Quebec City, as well as a business office in New York City.

Ciot offers a stimulating workplace, attractive benefits package and a work environment that is favorable to professional growth. If you are seeking a position where initiative is valued and your ambition has no limit, your challenge will be to focus on your capacity to progress in a highly stimulating work environment!

The **Warehouse Specialist** is responsible for shipping, handling, sorting, counting, and packaging of materials. Operates industrial powered lift equipment. Conducts or assists with physical inventory counts. Maintains work area and follows procedures to ensure compliance with safety regulations. Hours are Monday to Friday from 8 AM to 5 PM, and every other Saturday 9 AM to 2 PM.

**ROLE & RESPONSIBILITIES**

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- Remove inbound freight from carrier;
- Check for shipping damage;
- Operate forklift and order-picker;
- Assist other staff in resolving discrepancies discovered in receiving and shipping;
- Select and remove material from stock in accordance with order picking list;
- Prepare material for shipment consistent with customers or drivers requirements;
- Wrap orders on pallet for the purposes of shipment;
- Fulfill responsibilities for maintaining a clean and orderly warehouse;
- Restock warehouse according to Inventory Manager's guidelines and practices;
- Assist other warehouse personnel;
- Perform other duties as assigned.

**PROFILE & SKILLS REQUIRED**

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- High School Diploma or GED;
- Minimum of 2 years of warehouse experience preferred;
- Ability to regularly lift up to 50lbs;
- Valid driver's license required, Chauffeurs license preferred;
- Forklift experience preferred;
- Good oral and written communication skills;
- Takes great pride in providing excellent Customer Service;
- Team player, ability to multi task, strong work ethic, detail oriented;
- Possess basic mathematical skills.

**WHAT WE OFFER**

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- Full-time permanent position;
- Competitive salary;
- Group benefits;
- Professional and stimulating work environment;
- Training and continuous coaching.

If you are interested by the present job offer, please send your curriculum vitae to the following email address: [cv@ciot.com](mailto:cv@ciot.com) or apply online via the Careers section of our website at [www.ciot.com](http://www.ciot.com).

**[www.ciot.com](http://www.ciot.com)**