

	Number:	
	Version:	01
	Issued:	2017/12/12
	Approved by:	Nadia Pellerin
JOB DESCRIPTION		

Job Title	Storekeeper
Company Description	Synergy Medical is a Profit500 company, based in Longueuil, QC., specializing in the design, assembly, sale and support of SynMed® blister pack automation. Synergy Medical is growing rapidly, with now over 300 installations in pharmacies throughout North America and in Europe.
Duties and Responsibilities	<ul style="list-style-type: none"> • Check and inspect incoming material, quantities and specifications (using supplier documents) • Register received materials • Place stock in the store according to procedures • Unload stock • Perform cyclical inventory inventories periodically • Prepare internal orders for production • Prepare orders for preventive maintenance appointments • Keep shelves in order • Work with logistics agent for deliveries with assigned carriers • Replace shipping / receiving clerk during occasional leave
Title of Immediate Supervisor	Purchaser

Work Schedule	40 hours
REQUIRED QUALIFICATIONS AND EXPECTED RESULTS	
Education and Experience	<ul style="list-style-type: none"> • 2 years' work experience (an asset) • High school diploma • Good verbal and written English and French • Good knowledge of software (Windows and Office suites)
Certifications	<ul style="list-style-type: none"> • Experience in forklift driving and safety at work (an asset)
PERSONAL CHARACTERISTICS	
Qualities	<ul style="list-style-type: none"> • Punctuality • Has a commitment to service and customer satisfaction • Very well organized and attentive to detail • Excellent memory • Works effectively in a team with colleagues • A high degree of care and precision • Autonomous and takes initiative
CONTACT	cv@synmedrx.com