

Warehouse Operator



OLYMPIC BROADCASTING SERVICES VANCOUVER (OBSV). As a wholly owned subsidiary of Olympic Broadcast Services (a management company set up by the IOC) OBSV was created to serve as the host broadcaster for the 2010 Olympic Winter Games in Vancouver. As host broadcaster, OBSV is responsible for producing and distributing the unbiased radio and television coverage for the Olympic Winter Games. In conjunction with this coverage, OBSV also provides various facilities and services to international broadcasting companies which are commonly referred to as the Rights Holding Broadcasters.

Job Description

The Warehouse Operator is responsible for loading and unloading equipment in an effective and timely manner. The ideal candidate will have strong attention to detail, a high regard for quality and the ability to follow strict operational process and procedures. The warehouse is part of the main distribution centre for the 2010 Games located in Delta BC. This position reports to the Manager of Warehouse.

Duties/Responsibilities

- Ensure accurate and timely receipt/delivery of products in accordance to company procedures.
- Update/maintain shipping and receiving database.
- Operate equipment such as forklifts and electric power pallet jacks to execute duties in a safe and efficient manner.
- Ensure delivery schedules are met.
- Communicate and assist in resolving potential service failures.
- Report all discrepancies in overages, shortages and damages (OS&D) in an appropriate and timely manner to all concerned.
- Ensure work area is kept clean and complies with all health and safety standards.
- Participate in physical inventory counts as required.
- Other duties as required.

Knowledge/Skills

- Strong attention to detail, and solid time management skills.
- Must be able to communicate (written and verbally) in a clear and concise manner.
- Ability to use MS Office Word, Excel, and Outlook and to learn new computer systems.
- Ability to work in a fast-paced environment with minimum supervision.
- RF scanner experience is considered an asset.
- Minimum 1 year experience as a shipper/receiver or warehouse operations.

Qualifications/Relevant Experience

- High school diploma.
- Ability to lift up to 60 lbs on a consistent basis is required.
- Forklift certification required.
- Power pallet jack (electric) certification required.
- Criminal background check required.

- Must be flexible to work shift-work.

To be considered for this opportunity, please email your resume to: careers@obsv.ca indicating the position within the subject line of the email.

We thank all applicants for their interest, however, only those selected for interviews will be contacted. OBSV is an equal opportunity employer.