



Warehouse & Order Fulfilment Associate

Join a small team where organization, accuracy and care matter.

10Kfeet is a Canadian-owned branded merchandise agency that helps organizations bring their brands to life through custom apparel, promotional products and online company stores. We also manage inventory, order fulfilment and shipping for our clients.

We are looking for a dependable, detail-oriented person to join our small team. This position is ideal for someone who enjoys staying organized, takes pride in accuracy and is comfortable working both independently and collaboratively.

Position Details

LOCATION

Arnprior, Ontario

EMPLOYMENT

Tuesday-Friday

HOURS

8:30-4:30

COMPENSATION

\$23.00 per hour

Key Responsibilities

- Receive incoming shipments, which may include multiple boxes weighing up to approximately 50 lbs each.
- Inspect incoming products for accuracy and quality, including quantities, colours, product condition and correct logo decoration.
- Create and label picking bins for new products and organize them in the appropriate warehouse locations.
- Sort incoming inventory and replenish existing picking bins.
- Pick and pack daily orders received through our Shopify e-stores, ensuring every order is complete and accurate.
- Prepare orders for shipment using our shipping software, including generating shipping labels and required documentation.
- Use Shopify to review orders and inventory levels and to record product transfers.
- Maintain shipping and packing supplies, including bags, boxes, tape, labels and markers.
- Conduct regular inventory spot checks and report any discrepancies.
- Keep warehouse shelves, packing stations and work areas clean, organized and safe.
- Assist with other warehouse and order fulfilment duties as required.

What We're Looking For

- Strong attention to detail and a commitment to accuracy.
- Dependable, punctual and trustworthy.
- Organized and able to manage several priorities throughout the day.
- Comfortable working independently and as part of a small team.
- Basic computer skills and the ability to learn Shopify and shipping software.
- Comfortable performing repetitive tasks and working on your feet.
- Able to safely lift and carry boxes weighing up to approximately 50 lbs.
- Previous warehouse, inventory, shipping or order fulfilment experience is an asset; training will be provided.

Why accuracy matters: Many of our products are customized for specific clients. The successful candidate will take pride in carefully checking products, maintaining organized inventory and ensuring every customer order is packed correctly.

How to Apply

Please send your resume and a brief introduction outlining your relevant experience and availability to:

Tama McCartney, President

10Kfeet

tama@10kfeet.ca | 613-794-2130

We thank everyone who applies; however, only candidates selected for an interview will be contacted.