Job Title: Receiving & Fulfillment
Department: Operations
Reports to: Operations Manager
Location: 2520A St Laurent Blvd, Ottawa, ON K1H1B1

Position Overview

Brymark Promotions, an industry-leading Promotional Marketing company, has an immediate temporary opening within our Operations Team. We are seeking a detail-oriented and proactive Fulfillment & Receiving Associate to join our dynamic team. In this role, you will be responsible for ensuring efficient order fulfillment, proper inventory management, and smooth operational workflow within the warehouse. The ideal candidate will possess strong organizational skills, a commitment to quality, willingness to be on their feet and the ability to work collaboratively in a fast-paced environment.

Key Responsibilities

Fulfillment Operations

- Oversee the processing of pick/pack/ship requests.
- Execute additional fulfillment tasks for specialty products or orders (e.g., de-bagging, polybagging, special packaging, split shipments).
- Ensure accurate packing, sealing, and labeling of all outgoing shipments, including correct creation of packing slips and box label.
- Maintain clean and organized work areas

Receiving & Quality Assurance

- Receive all goods arriving at Brymark, including orders, samples, returns, and miscellaneous items.
- Conduct thorough receiving reviews and document all shipment details.
- Perform quality checks on all blank goods and finished products moving through Brymark.
- Provide Order Entry with detailed QA sheets for merchandise received on their POs, including any discrepancies, errors, or issues.
- Report damaged or incorrect goods immediately to Order Entry or Operations.

Inventory Management

- Maintain inventory accuracy through regular counts, receiving records, and proper organization of goods.
- Hold and manage blank goods until Order Entry provides decorating POs for local decoration facilities.
- Coordinate release of sample goods to Sales Representatives or Operations staff as required.

Other Responsibilities

- Perform additional duties assigned by management that may come up.

Brymark is a fast-paced work environment that requires focus, accuracy, and attention to detail. Training will be provided in all areas of the role; plus, additional support to gain a firm understanding of the Promotional Products industry. Our success is driven by the many skilled and committed individuals who provide excellent, over-the-top service to all that Brymark does for its many clients.

The successful applicant should have a positive mix of a number of the following qualifications:

- Ability to stand for extended periods and lifting boxes up to 40 pounds
- Punctuality and reliability are important
- Strong organizational skills with attention to detail.
- Excellent communication skills, both verbal and written.
- An eagerness to learn and acquire new skills
- Strong multi-tasking and time management abilities
- Ability to work with minimal supervision
- Positive Outlook
- Bilingualism is an asset.

The position is a temporary placement ready to start November 1st with the position ending on December 24th.

40 hours per week (8:30 AM to 5:00 PM daily – Monday to Friday).

Hourly range to start: $19.5/hr