

Next-Steps Employment Centre, Downsview

is hosting a
HIRING EVENT



with

Kelly Services

Kelly founded the temporary staffing industry in 1946, and has maintained a leadership position for more than 70 years of sustained innovation that's based on a valuable premise:

We Invest In People.

Thursday, July 19th, 2018

11:00 a.m. – 1:00 p.m.

Receiving Processor and Scanner Position

FOR MORE INFORMATION &

To Register

Call: 416-395-9559

(See reverse for additional details)

www.next-steps.ca



[NextStepsEmploymentCentres](https://www.facebook.com/NextStepsEmploymentCentres)



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3701 Chesswood Drive, Suite 100
Toronto, ON M3J 2P6
Phone: 416-395-9559
Fax: 416-395-9510

Open Monday to Friday, 9am-5pm

Operated by



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**EMPLOYMENT
ONTARIO**

Next-Steps Employment Centre, Downsview

Receiving Processor

PAY RATE PER HOUR: \$14.00

SHIFT: MON – FRIDAY 7:00 – 15:30 (With occasional OT)

DESCRIPTION OF POSITION:

Receiving Processors will be responsible for Inspecting and receiving customer returns manually and with a hand held scanner through SAP/CRF

TASKS:

- Remove units from packaging
- Open units using handheld tools and a suction-cup opening tool.
- Perform inspections as per work instructions and determine nature of the damage observed.
- Ensure data is scanned and entered accurately into SAP system.
- Properly label units and place in trays on to conveyor
- Housekeeping duties including removing and throwing out garbage
- Maintain a safe and well-kept working environment

Associates have the choice of performing the tasks of this work either sitting or standing, in whichever way is more comfortable.

The material handled consists of Apple cell cellphones and sometimes Apple Ipads with an average weight of between 4.55 ounces (129 grams) for the phones and 1.5 Pounds (0.68 kg) for the Ipads.

The position required the processor to consistently process these units as they arrive at the facility.

There are three (3) breaks during the day two 15 minutes breaks and one 30 minutes break scheduled evenly throughout the day.

There are production quotas which the **employee is expected** to meet on a daily basis.

Individuals who will succeed in this position value, providing service to others, working with co-workers in a friendly environment, and contributing to a safety conscious working environment.

Scanner Position

PAY RATE PER HOUR: \$14.00

SHIFT: MON – FRIDAY 7:00 – 15:30 (With occasional OT)

DESCRIPTION OF POSITION:

This position is mainly responsible for the sorting, scanning, labeling and packing a variety of boxed Apple products. Position requires the use of a hand held RF scanner.

TASKS:

- Sorting and scanning using RF scanner equipment.
- Ensure data is scanned and entered accurately into SAP system.
- Properly label units and pack into boxes ready for shipping.
- Housekeeping duties including removing and throwing out garbage
- Maintain a safe and well-kept working environment

FOR MORE INFORMATION & Call to Register for this Event!

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