

JOB POSITION FOR ORDER PACKAGER

Wellington Laboratories Inc. is an internationally known supplier of environmental reference standards for use in environmental analysis and toxicological research (<http://www.well-labs.com>). The company is comprised of a Reference Standards Division, a Research Division, and an Analytical Division operating in a modern technical facility in Guelph, Ontario. The company's foundation is based on its staff which possesses a strong combination of synthetic/organic and environmental/analytical backgrounds.

We currently have an opening for an Order Packager in the Reference Standards Division.

Position Summary:

The candidate will have the responsibility to:

- Package domestic and international orders of environmental reference standards.
- Monitor and maintain electronic records (CofAs and SDSs).
- Maintain shipping supplies as well as storage racks and control product inventory (current and archived).
- Communicate restocking requirements to Product Development Chemists.
- Package/label products.
- Follow the Quality Management System (ISO 9001:2015).

Requirements:

- College diploma/certificate or BSc.
- Excellent oral and written communication skills.
- Experience/training in WHMIS 2015 documentation and labelling and transportation of dangerous goods (in excepted quantities) would be beneficial (on-site training will be provided).
- Able to maintain high work standards and pay close attention to detail.
- Ability to work independently and as part of a multi-disciplinary team.
- Self-motivated and able to manage a variety of projects at one time.
- Advanced computer literacy.

Salary – to be negotiated

Position Status – Full time, employee

Closing date – December 14, 2018



To apply, please submit a resume (that includes a summary of your relevant experience) and contact information for three references to:

Wellington Laboratories Inc.
345 Southgate Drive
Guelph ON, N1G 3M5
Email: careers@well-labs.com
(subject line: Order Packager)

No phone calls please.

Only those candidates selected for interviews will be contacted and we thank all other applicants for your interest.

