

## Warehouse Coordinator & Fixture Hanger

Robinson Lighting Ltd. is a family-owned company celebrating 90 years in the lighting industry. We are seeking a motivated and detail-oriented **Warehouse Coordinator & Fixture Hanger** to join our team at our Winnipeg, MB location. This position plays an important role in ensuring the efficient operation of our warehouse while assisting with the preparation, assembly, and hanging of lighting fixtures for showroom displays and customer orders.

### Key Responsibilities:

- Coordinate daily warehouse activities, including receiving, stocking, inventory control, order picking, packing, and shipping.
- Ensure all incoming and outgoing products are accurately processed, documented, and inspected for quality.
- Maintain inventory accuracy through cycle counts and warehouse organization.
- Prepare customer orders and coordinate shipments with courier and freight companies.
- Assist with returns, exchanges, and warranty processing.
- Assemble, prepare, and hang lighting fixtures for showroom displays and customer orders.
- Safely use ladders, lifts, and other equipment as required.
- Maintain a clean, organized, and safe work environment.
- Collaborate with sales, purchasing, and project teams to support customer needs.
- Perform other related duties as assigned.

### Qualifications:

- Previous warehouse, shipping/receiving, or inventory experience preferred.
- Mechanical aptitude and ability to assemble and install lighting fixtures.
- Strong attention to detail and commitment to accuracy.
- Ability to lift and move products safely.
- Comfortable working at heights and using ladders or lifts.
- Strong organizational and communication skills.

### We Offer:

- Competitive compensation.
- Comprehensive benefits package.
- Employee discounts and company perks.
- Supportive team environment.
- Opportunities for growth and development.

While we thank all candidates for their interest, only those selected for an interview will be contacted.