



Workwear Order Shipment Clerk

Are you detail oriented, quick and organized? Do you enjoy a variety in your daily tasks? Image Group has an immediate opening for a new position responsible for Quintex Workwear Orders.

Image Group Canada ('Image Group') is a subsidiary of Quintex Services LTD. Image Group is an offsite embroidery facility operating 24 hours a day in the Sargent Park area of Winnipeg.

Duties include but are not limited to:

- Receiving a large number of Quintex Workwear (direct sales) orders arriving at Image Group.
- Sorting items by PO and preparing them for the embroidery process.
- Once embroidered, poly bagging the garments and shipping them to the customer via Canada Post.
- Liaise with Quintex Workwear when orders are shipped so invoicing occurs on time.
- Organize and track back orders.
- Assist in logo approval.
- Assist in quality control of completed garments being sent to customers.
- Adhere to company policies and department standards/procedures.
- Provide back-up support to other staff and perform additional duties as required.

The successful individual will possess the following characteristics:

- Shipping/ Receiving experience.
- Intermediate computer skills.
- Ability to read and comprehend order picking slips received from Quintex Workwear.
- Attention to detail.
- Physically able to lift and carry boxes.

Image Group Offers its Employees:

- A 5 day/40hour work week. (Hours approximately: 7:00am to 3:30pm)
- Medical, dental and life insurance benefits.
- RSP match program.
- Career advancement opportunities.

Interested candidates are asked to submit their resume via email to hr@quintexservices.com AND complete a short assessment by copying and pasting the following URL into your browser: https://assess.predictiveindex.com/oi/salesrep?utm_source=pisoftware&utm_content=%2fAssessments%2fOpenInvitation%2f0&utm_medium=247566 to apply for this opportunity

We thank all applicants for their interest, but only those selected for an interview will be contacted