



Warehouse Clerk
Charlottetown, PEI

Dosecann is a Canadian licensed dealer dedicated to developing Cannabis Solutions for the global cannabis industry. Dosecann has assembled a world-class team housed in a purpose-built, 42,000 sqft. GMP compliant facility that will be the hub for cannabis extraction, product innovation and formulation.

About the role

Reporting to the Procurement Manager, the Warehouse Clerk will be responsible for maintaining and aiding with the inventory stock status levels, receiving of stock, sorting and segregating stock, inspecting stock and helping QA personnel identify products which need further review/sampling before being accepted for use. This role will also require the candidate to perform cleaning and sanitation duties throughout the day and week to maintain a high level of cleanliness throughout the facility.

The key candidate will need to be punctual and manage their time efficiently to complete all tasks which are laid out on a daily/weekly basis. They will have good communication skills, written and oral, to effectively work in and amongst different departments in a cGMP facility.

What can you expect to do:

- Receiving, sorting, identifying and labelling incoming stock based on approved Standard Operating Procedures (SOP's).
- Ensuring stock levels stay on par with operational needs.
- Assisting Quality Assurance personnel identify products which need further review or sampling.
- Maintaining and organizing an effective inventory flow of products in the warehouse.
- Conducting daily and weekly cleaning and sanitation duties including but not limited to removing garbage in facility, sweeping, mopping and dusting.
- Cross-functional and departmental communication regarding all incoming and outgoing inventory and stock.

What we're looking for:

- High School Diploma or higher.
- Warehouse and product handling experience.
- Organizational skills and time management.
- Energetic and team-oriented.

What will set you apart

- Bilingual (French and English)
- Forklift experience
- Previous experience working in a cGMP compliant facility.

How to apply

11 Regis Duffy Drive
Charlottetown, PEI, Canada C1E 0K5
Telephone 1 (905) 213 1504
Email contact@dosecann.com



**Dosecann
Cannabis Solutions**

Please email your resume and cover letter to careers@dosecann.com and quote “Warehouse Clerk” in the subject line.

Dosecann. is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

We provide accommodation for job applicants with disabilities during the recruitment process in accordance with applicable laws. Please contact us to request accommodation.