Job Posting

Warehouse Clerk **Full-Time**
2 at Québec City

About Avera

At Avera, our people are the foundation of every client experience we deliver. The Warehouse Clerk plays a critical role in supporting our continued growth and ensuring we maintain high standards our client expect.

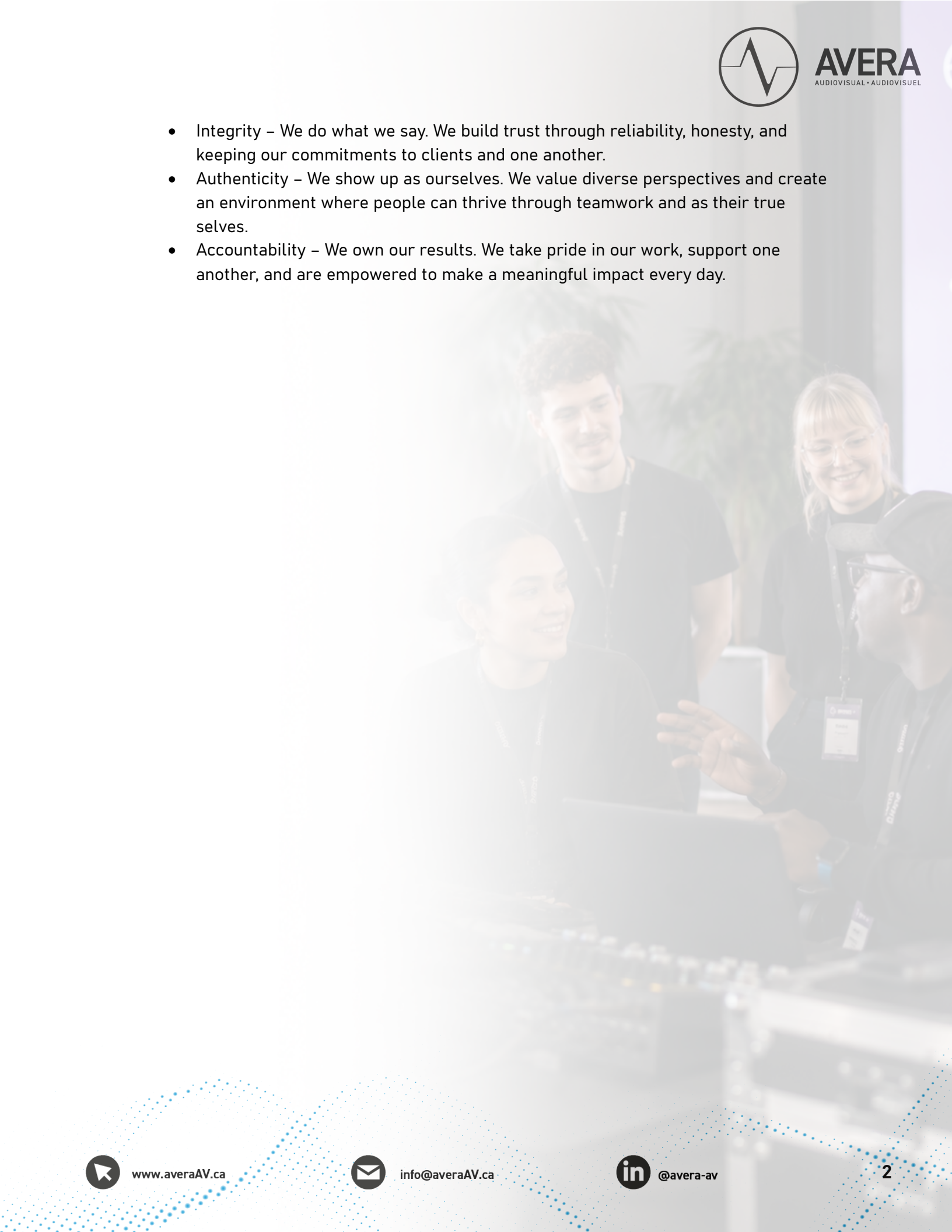
As part of our Warehouse team, the Warehouse Clerk plays a key role in managing and moving the company's audio visual equipment. They are responsible for accurately and efficiently preparing, shipping, and receiving equipment while following established procedures. Through strong organizational skills, they help maintain a clean, safe, and well-organized warehouse environment.

Qualified and interested applicants are encouraged to apply with their resume to:
rh@averaav.ca

What You'll Lead

- Prepare audio visual equipment and materials according to event quotes and their requirements.
- Scan all equipment assigned to an event according to the contract before and after truck loading.
- Return equipment to the appropriate sub-departments and ensure all items are complete and meet established standards.
- Take appropriate action in the event of damaged or missing equipment.
- Safely load and unload delivery trucks.
- Operate a manual pallet jack or other necessary equipment to load, unload, transport, or store materials.
- Carry out various warehouse maintenance projects as required.
- Collaborate and communicate effectively with other departments across the company.
- Complete return reports.

Why Join Avera?

At Avera, you'll be part of a people-first culture that values growth, supports career development, and empowers our teams to make a local impact while contributing to a national organization. Our culture is built on three core values:

- Integrity – We do what we say. We build trust through reliability, honesty, and keeping our commitments to clients and one another.
- Authenticity – We show up as ourselves. We value diverse perspectives and create an environment where people can thrive through teamwork and as their true selves.
- Accountability – We own our results. We take pride in our work, support one another, and are empowered to make a meaningful impact every day.