Warehouse Associate

Full-Time | On-Site | Paris, Ontario

About Boneyard Event Services

Boneyard Event Services is one of Canada's fastest-growing event logistics and exhibit service providers, delivering turnkey solutions to clients across the Greater Toronto Area and nationwide. Through consistent year-over-year growth, we have established ourselves as a trusted partner for trade shows, conferences, corporate events, consumer exhibitions, and live experiences of every scale.

Our comprehensive service offering includes custom exhibit design and fabrication, show management, event logistics, transportation, installation and dismantle, short- and long-term warehousing solutions, and one of the region's largest inventories of rental furnishings, exhibit equipment, drape systems, crowd control products, signage, and event infrastructure. From a single display to a national trade show, we provide the expertise, equipment, and operational excellence our clients rely on.

At Boneyard Event Services, our success is built on teamwork, innovation, reliability, and an unwavering commitment to exceptional customer service. We are continually investing in our people, equipment, and processes to remain a preferred business partner within the Canadian event industry.

Position Summary

We are seeking a motivated and dependable **Warehouse Associate** to join our operations team at our Paris, Ontario facility. This hands-on role is responsible for supporting the efficient movement, preparation, maintenance, and organization of event rental inventory while ensuring orders are fulfilled accurately and on schedule.

Working closely with our logistics and operations teams, the Warehouse Associate plays a key role in preparing materials for events across Canada, maintaining inventory accuracy, and ensuring equipment is handled safely throughout every stage of the event lifecycle.

Key Responsibilities

- Receive, inspect, and verify inbound shipments against purchase orders and packing documentation.
- Pick, pack, stage, and prepare outbound orders for transportation according to event schedules and client specifications.
- Load and unload delivery vehicles safely and efficiently using appropriate material handling equipment.
- Organize, label, and maintain warehouse inventory to maximize accuracy, accessibility, and operational efficiency.
- Conduct quality inspections of rental equipment before shipment and upon return, identifying items requiring cleaning, repair, or replacement.
- Operate forklifts, pallet jacks, and other warehouse equipment in accordance with company safety procedures.
- Assist with inventory counts, stock replenishment, and continuous inventory control initiatives.

- Maintain a clean, organized, and safe warehouse environment while adhering to all workplace health and safety standards.
- Support logistics, transportation, and production teams to ensure on-time project execution.
- Complete shipping documentation, inventory records, and warehouse reports accurately and efficiently.
- Contribute to continuous improvement initiatives focused on warehouse efficiency and customer satisfaction.

Qualifications

- Previous experience in warehouse operations, logistics, event services, manufacturing, or distribution is considered an asset.
- Experience with shipping, receiving, order fulfillment, inventory management, and material handling.
- Forklift certification is preferred; certification or training can be provided for the right candidate.
- Comfortable operating pallet jacks, forklifts, and warehouse equipment safely.
- Strong organizational skills with excellent attention to detail and accuracy.
- Ability to prioritize multiple tasks and work effectively in a fast-paced, deadline-driven environment.
- Reliable, self-motivated, and able to work independently while contributing positively to a team.
- Strong communication skills and a professional, customer-focused attitude.
- Basic computer skills and familiarity with warehouse management systems are considered an asset.
- Valid Class G driver's licence is an asset.

Physical Requirements

- Ability to lift, carry, push, and pull materials weighing up to 50 lbs (23 kg) on a regular basis.
- Comfortable standing, walking, bending, and performing repetitive physical tasks throughout the workday.
- Ability to work in a warehouse environment with varying temperatures and seasonal conditions.

Why Join Boneyard Event Services?

- Join one of Canada's fastest-growing event service companies.
- Be part of an experienced team supporting major events across the country.
- Opportunities for training, skill development, and career advancement.
- Dynamic, team-oriented workplace where every project is different.
- Work with industry-leading equipment, technology, and event professionals.
- Competitive compensation based on experience.
- Stable, full-time employment with a company committed to long-term growth.

If you’re looking for an opportunity to build your career with a company that values hard work, teamwork, and operational excellence, we’d love to hear from you.

Apply today and become part of the team behind Canada’s most successful events.