



INSULATION • DRYWALL • PAINTING • ROOFING • WRAP • SPRAY FOAM • SIDING

Title: Warehouse Labourer

Location: #1, 2315 – 30th Avenue NE, Calgary

What We Offer

- Competitive compensation and benefits package including RRSP matching.
- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

Job Overview

We are seeking a full-time **Warehouse Labourer**. You will support daily warehouse operations, organize materials, prepare and packaging pallets for delivery to job sites, maintain inventory accuracy, and assist with light painting tasks such as finishing or touching up trims.

Your day-to-day responsibilities will include:

- Loading, unloading, and moving materials and products within the warehouse safely and efficiently.
- Preparing and packaging pallets for outgoing jobs, ensuring proper labeling, wrapping, and accuracy of materials.
- Assisting with tracking, counting, and maintaining accurate inventory levels, and reporting shortages or discrepancies.
- Assisting with painting of siding materials in shop, and maintaining clean and organized painting area.
- Keeping warehouse clean, orderly, and compliant with safety regulations.
- Operating forklifts, pallet jacks, and other material-handling equipment (training provided if needed).
- Inspecting materials for damage or defects before packaging or dispatch.
- Collaborating with team members and supervisors to meet daily and weekly production goals.
- Assisting, upholding and protecting the high-quality standards of Empire Envelope, and ensuring that all work performed meets or exceeds these standards.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- A creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop and improve the skills of others through effective coaching and guidance.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

- High school diploma or equivalent preferred.
- Comfortable and proficient in operating a forklift
- Previous warehouse or general labour experience an asset.
- Basic knowledge of painting tools and materials preferred (training available).
- Ability to lift up to 50 lbs and stand for extended periods.
- Strong attention to detail and organizational skills.
- Reliable, punctual, and able to work independently or as part of a team.
- Satisfactory verification of criminal record check.

Key Values

- Build trusting, productive working relationships.
- Take ownership of decisions and their outcomes.
- Collaborate openly, positively, and respectfully with others.
- Set and achieve clear, measurable goals.
- Commit to continuous learning and personal growth.
- Stay current and proficient in technical skills.

Working Conditions

You primarily work in the warehouse during regular business hours. Work has exposure to noise from equipment/machinery and occupational hazards as well as dealing with inclement weather and dust. Overtime may occasionally be required.

About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as we have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all our customers. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

[Apply here](#)