

# SHIPPER/RECEIVER

We are looking for a dynamic individual to join our workforce as Shipper/Receiver.

## **RESPONSIBILITIES:**

- Determine method of shipment and arrange shipping; prepare bills of lading, customs forms, other shipping documents manually or by computer
- Assemble containers, record contents manually or in computer system, pack goods to be shipped and affix identifying information and shipping instructions
- Oversee loading and unloading of goods from trucks
- Inspect and verify incoming goods against packing slips or other documents, record shortages and damaged goods
- Unpack, and route goods to appropriate storage areas
- Maintain internal, manual or computerized record-keeping systems
- Operate hand truck or other equipment to load, unload, transport and store goods.
- Supporting production for daily shipments
- Maintain and update shipping procedures
- Maintenance of plant organization and cleanliness
- Assist with inventory counts
- Other Duties as required

## **QUALIFICATIONS:**

- Excellent communication/people skills. Both on the phone and in person when required.
- Basic computer knowledge
- Grade 12
- The ability to lift to 50lbs regularly.
- The ability to work as a Team Player

APPLY IN WRITING/EMAIL TO:



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