

Job Title: Shipper/Receiver – Burnaby Warehouse

Position Summary:

The position of Shipper/Receiver is responsible for ensuring all inbound/outbound activities in the warehouse, product receipt/put-away, stock movement, Order Picking are completed in compliance with the SOP's set in the warehouse.

Key Responsibilities:

- Ensure that all receipts are checked for damages and accuracy based on the Packing List, Goods Arrival form and reporting any issues to the Manager.
- Put-Away stock in a timely manner ensuring that all stock movements are updated in Sage X3.
- Pick orders accurately and proficiently while ensuring pallets are built according to the SOP.
- Process small parcel shipments.
- Update required shipment information in Sage X3.
- Prepare shipment forms i.e. Shipment Preparation, Packing list, BOL and pallet ID tags.
- Ensure all shipment dimensional information is noted on the BOL
- Load shipments as scheduled.
- Ensure housekeeping standards are maintained.
- Compliance with all work safety regulations and report any infractions to the Lead Hand – Burnaby Warehouse.

Requirements & Qualifications:

- Secondary School Diploma.
- 2 years of full-time working experience in a warehouse, preferably in the wholesale/distribution business.
- Ability to read, write legibly and perform simple arithmetic.
- Working knowledge of PC and Excel.
- Minimum 2 years of experience as a certified forklift, Reach Truck and Order Picker.
- Ability to communicate effectively with internal and external parties.
- Able to perform physically work, standing, heavy lifting (up to 50 lbs.), repetitive actions.

Accommodations will be available upon request for persons with disabilities.