



**Job Opening: Shipper Receiver**

**Hiring: Amix Marine Services, Port Alberni**

**Salary Range for hiring: Starting at \$28 per hour**

**Requested Date: No closing date**

**Company Intro:**

As a family-owned company founded in 1971 in the scrap metal recycling industry, Amix has since expanded into a wide range of services, including marine salvage, marine projects, marine towing and barging, concrete sales and steel distribution. The Amix Group consists of six companies providing specialized and quality service. These companies include Amix Recycling, Amix Marine Projects, Amix Marine Services, Amix Marine Salvage, Western Concrete, and Amix Steel and Surplus.

**Summary:**

Amix is looking for a skilled and experienced individual to fill an exciting, fast paced position as the Parts and Inventory Clerk. This position will be responsible for executing the parts and inventory for the Marine Services Business. The position will report into the Manager, Corporate Services.

**What the role will be doing:**

This position will be responsible for and work with:

- Inventory control and maintaining accurate records, and keeping track in the ERP system.
- Responsible for cycle counts, inventory adjustments and reordering stock inventory.
- Planning for re-orders, and stock inventory items to ensure proper items are available when needed.
- Ensuring that critical spares are identified and replenished when needed.
- Provide coverage for the Purchaser and Shipping Receiving Clerk when required
- Provide support to identify and source parts when required
- Responsible for the credit card reconciliation including matching receipts and recording details in a spreadsheet.
- Other duties as assigned

**Qualifications and Experience:**

Amix is looking for a candidate with the following qualifications and experience:

- High school education
- Red Seal Parts Technician designation an asset
- 2-3 years of experience in parts and inventory
- Proficiency with MS Office Suite including Excel, Word and Outlook
- Excellent communication skills both written and verbal



- Willing and able to work alone and in a team
- Ability to collaborate and work in a team environment

If you are a dedicated individual looking to make a positive impact within our organization, we encourage you to apply. We offer competitive compensation packages and opportunities for professional growth. For more information, please visit our website for further details or email us at [recruitment@amixgroup.ca](mailto:recruitment@amixgroup.ca)