



Job Opening: Shipper Receiver

Hiring: Amix Marine Services, Port Alberni

Salary Range for hiring: Starting at \$22 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 fulfill an exciting, fast paced position as the Shipper Receiver in our new Port Alberni location. Reporting to the Manager, Corporate Services, this role will work with the team to ensure accurate and efficient shipping and receiving operations.

What will the role be doing:

This position will be responsible for working with the procurement team and providing shipping, receiving, ordering, pick up and general labour duties as required. The position will require attention to detail and motivation to provide timely and accurate service to our internal team and external customers.

Responsibilities:

The Shipper Receiver will be responsible for the following:

- Procuring accurate quotes from couriers, creating packing slips, preparing loads for shipping. This includes coordinating item pickups and deliveries with vendors.
- Acquiring items from vendors in person as required on an immediate need basis
- Prepare in-house orders from items in the warehouse
- Receiving items from couriers and vendors, assisting with offload if needed.
- Ensuring that pick tickets match and that line items match the vendors' items delivered
- Mark and follow up with any back orders
- Ensure all items are organized and assessable in a organized and efficient manner
- Responsible for ensuring the warehouse is clean and organized



- Various other onsite needs such as fueling vehicles, perform pre-trips, assist with off-site deliveries
- Other duties as assigned

Qualifications and Experience:

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

- High school diploma
- 1-2 years of experience
- Knowledge in shipping receiving
- Experience with a Forklift an advantage
- Experience with MS office suite including Word, Excel and Outlook
- Strong organizational and time management skills
- Excellent communication skills, both written and verbal
- 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.