

Shipper/Receiver

Full-Time

Employer: Seymour Pacific Developments

Email Resumes: careers@seymourpacific.ca

Open Date: 2022-08-02

Close Date: 2022-08-30

Work Location: Port Alberni

Salary: \$21.00/Hour

Reporting to the Site Superintendent and working closely with the Site Administrator, the Shipper/Receiver will be responsible for ensuring accurate and seamless outgoing and incoming shipments. The role must load and unload shipments regularly (when site operator is unavailable), with the capability of repetitive heavy lifting, and use related equipment. The Shipper/Receiver must understand the impact of this position to other departments that depend on the accuracy and efficiency of outgoing and incoming items. Inventory management is essential function for this position.

RESPONSIBILITIES

- Uses mechanical and power vehicles (forklifts/pallet jacks to load and unload goods)
- Follows inspection procedures to ensure the condition and specifications of the goods are as ordered
- Prepares appropriate receiving reports to document proof of delivery, short shipments, over shipments, and damages or discrepancies
- If noted damages or discrepancies, notify Site Supervisor and Site Administrator
- Prepares appropriate shipping inventory documents
- Match packing slips with SPD purchase Orders
- Works with Site Administrator to forward copies of receiving and shipping documents to RRL, and/or SPD Head Office Accounting
- Work with fleet on fuel monitoring
- Manage site inventory and waste, including Sea Cans
- Inventory product at start up and shut down of each site
- When the Shipper/Receiver is not performing specific duties related to their role, it is expected they will help with labour activities on site.

REQUIREMENTS

- High School Diploma/GED Completion

- Valid Driver's License, class 3 would be an asset
- 1-2 years' experience in shipping and receiving preferred
- Building supply product knowledge an asset
- Forklift/Zoom boom ticket required (potential for training for the right candidate)
- Knowledgeable in computer, MS office specifically Excel
- Self-starter who enjoys responsibility and accountability
- Fast learner with the ability to work on their own with minimal supervision
- Perform all work in a safe manner, following work instructions and/or safe operating procedures
- Demonstrated organizational skills and ability to manage time well
- Established good communication skills both oral and written, with excellent follow up skills

Why Seymour Pacific?

Seymour Pacific Developments is an industry leader in building multi-family homes with unparalleled speed and efficiency. We develop and build over 1,500 units a year by leveraging effective teamwork and industry expertise. We offer excellent wages and benefits, as well as a variety of training for employees who are motivated to succeed and want to expand their horizons. Seymour Pacific Developments is an equal opportunity employer and are committed to following safe and inclusive hiring practices.