

# Shipper/Receiving

Reporting directly to the Shipping Supervisor. Duties and responsibilities include but are not limited to the following:

## Years of Experience

- 1-year experience in a shipping assistant or coordinating role.

## Education

- Construction Management Diploma, APICS Certification or equivalent work experience is preferred; and
- Forklift license is an asset.

## Working Conditions

- Work may involve some exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises.
- On site work environment involves some exposure to hazards or physical risks that require knowledge of and adherence to basic safety procedures and precautions.
- Work environment requires having construction safety footwear, safety glasses and hearing protection; and
- G license is required.

## Required Skills

- Have a high level of social interaction. Work with other production staff, truck drivers, supervisors, Field Managers, installers and Forklift Operators;
- Ability to use variety of tools and equipment;
- Knowledge of industry safety practices;
- Ability to lift up to 50 pounds;
- Knowledge of Microsoft Office and Outlook;
- Must be able to write and communicate in English clearly and effectively; and
- Knowledge of processes and practices of shipping/receiving and supply chain management.

## Job Specific Duties

- Work as a part of an established organization structure within which all State employees provide individually and collectively defined services;
- Create procedures for shipping and logistics activities;
- Plan and implement material flow management systems to meet production requirements;
- Manage stock levels and delivery times;
- Maintain, as required, reports, process documentation, customer service logs, training data, and safety records;
- Ensure carrier compliance with Company policies;
- Identify shipping problems for corrective action and ensuring actions are properly carried out;
- Administer shipping staff performance assessment programs and ensure that complaints of employees are addressed in a timely manner;
- Work within established protocols and procedures by which all Company work undertaken is conducted;
- Ensure all shipping employees and shipping companies whose work requires access to the plant comply strictly with Company safety requirements;
- Display a broad understanding of all projects, particularly lead times and milestones;
- Attend project meetings as required or requested; and
- Other tasks that may be required to ensure projects undertaken by State are delivered on time, on budget, and on quality.

