

## Shipper/Receiver

### #0910-WW

We are recruiting for the position of Shipper/Receiver who will be based out of our Vernon office in British Columbia.

The successful candidate will be responsible to meet a multitude of objectives including but not limited to:

- Accountability for all shipping and receiving activities such as:
  - Preparing shipping and receiving documents
  - Ensuring all goods are appropriately packaged for shipping
  - Verifying incoming and outgoing shipments for accuracy
  - Inspecting all incoming shipments
  - Entering packing slips and tool records in database
- Processing material requisitions
- Ensuring that tools are functioning properly and are in good working order
- Keep warehoused materials stored in an orderly fashion
- Maintaining outside yard by performing duties such as cutting grass and shoveling snow
- Building maintenance such as making minor repairs, changing locks and moving furniture
- Performing out of office duties such as picking up parts or delivering materials to job sites
- Assisting in maintaining a clean and safe work environment

The successful candidate will possess the following skills and qualifications:

- Previous shipping/receiving experience preferred.
- Electrical experience is an asset.
- Class 5 drivers license.
- Mechanically inclined.
- Possesses a valid forklift ticket.
- Self motivated, able to work with minimal supervision.
- Must be able to lift up to and including 70 lb's.
- Ability to work in a variety of seasonal temperatures and conditions.
- Good verbal communication skills.
- Computer literate. Possesses a working knowledge of common Microsoft software.
- Possesses neat and legible handwriting.
- Ability to maintain clear and concise records.
- Must have good attention to details and organizational skills.
- Enthusiastic and positive with a team player attitude.

All applications will be handled in confidence and should be e-mailed, quoting posting **#0910-WW**, to [jobs@westwoodcompanies.com](mailto:jobs@westwoodcompanies.com) or faxed to (780) 986-4329.

***Powering growth & success through our people.***