



## Position Description

**Position Title:** Shipper Receiver

**Work Location:** Nisku, Alberta

**Department:** Nisku (Maintenance)

**Title of manager this position reports to:** Director Transportation

**Positions reporting to this role:** N/A

**Work Rotation (if applicable):** Monday – Friday

**Work Days / Hours:** 8:00 to 4:30 pm with a ½ hr unpaid lunch

**Purpose of Role:**

Support business operations in the shipping and receiving of parts, supplies and materials along with other day-to-day activities.

### CORE RESPONSIBILITIES

- Run parts from warehouse to mechanics;
- Pick up parts from suppliers as needed;
- Help prepare and organize items to ship out to customers;
- Receive items that are being delivered by suppliers;
- Maintain a record of all work tasks on work orders in the TMT system;
- Ensure items being received are being put away in the right location and within a timely manner;
- Assist with yard and facility housekeeping as required.

### REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Basic understanding of shipping and receiving fundamentals;
- Minimum 2 years of parts and warehouse experience;
- Valid drivers license is required;
- Experience running skid steers and bobcats, certificates would be considered an asset;
- Experience working in a warehouse inventory system (ERP, SAP) would be considered an asset.

### PHYSICAL REQUIREMENTS / WORK CONDITIONS

Physical requirements:

- Fast paced, frequently stand, walk, lifting
- Maximum lifting/carrying required 5-50 lbs.
- Frequent lifting – above/below shoulder work
- Frequent bending/stooping.

Working conditions:

- Exposure to conditions such as extreme heat or cold is likely.
- Personal protective equipment including but not limited to safety glasses, safety shoes

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

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