



## SHIPPER/RECEIVER

Reports To:

Branch Manager, General Manager & takes direction from Operations Manager

### **Job Overview**

Nirvana Waterworks Shipper / Receiver is responsible for all aspects of Incoming & Outgoing Goods. Keeping a well-organized warehouse and shop is also a key responsibility. Good organizational and verbal skills are imperative in this position as the Shipper / Receiver often has first contact with Nirvana's customers, vendors and logistics personal and is responsible for keeping good records of all inventory.

### **Responsibilities and Duties**

- Shipping & Receiving of all goods
- Keeping Warehouse clean & organized
- Keeping clear & concise notes of all goods coming in and out of inventory
- Following procedures & processes as laid out by management.
- Keeping yard and parking lot free of any debris deemed unsafe
- All other duties as assigned by management
- Maintain a safe work environment

### **Required Qualifications**

- To be punctual
- Have good communication and computer skills
- Have Class 5 Driver's License

### **Desired Qualifications**

- Grade 12 diploma or GED equivalent
- One-year experience as a Shipper / Receiver
- Have Forklift Operators

Job Type: Permanent Full Time

Salary: \$15.00-\$17.00 per hour

Closing Date for applications – January 15, 2021