



Shipper/Receiver – Job Description

Title

Shipper/Receiver

Reports To

Store Manager, Campers Village

Summary

The Shipper/Receiver is responsible for the timely movement of goods in and out of Campers Village, and for keeping accurate records of inventory.

Personal Characteristics

- Must have the physical strength and stamina to lift and move goods repeatedly
- Possesses good organizational skills
- Has a courteous helpful attitude and can work well with others
- Can multi-task and prioritize
- Operates well under stress

Job Duties

- Determine the least expensive and most efficient method of shipping
- Prepare shipping documents
- Assemble containers and crates, pack goods to be shipped, and attach packing slips
- Direct delivery trucks and help drivers unload goods
- Inspect and count items that are received, ensuring accuracy
- Record shipped and received goods in logbooks
- Unpack received goods into appropriate storage areas
- Trace lost shipments as needed
- Fill out forms for damaged and returned items and route them correctly
- Call customers and carriers to coordinate pick-up and delivery, and have inventory items inspected
- Process store and customer warranties and follow up when required
- Assist with processing phone sales
- Analyze and update Hold Shelf to maintain tidiness and organization
- Work within RMS (retail management system) to ensure replenishment process is current
- Maintain safe working conditions and keep stockroom and related areas clean
- May be required to operate pallet jack and related stockroom machinery
- May be required for occasional outdoor maintenance

Requirements

- High school diploma
- Basic to intermediate computer skills
- First Aid training and WHMIS knowledge would be an asset

Work Conditions

- Mostly indoors in stockroom; some outdoor work required for unloading shipments
- Will be required to work on feet for long periods of time
- Fast paced work environment, overtime may be required during busy seasons