



POSITION DESCRIPTION

POSITION:	SHIPPER/RECEIVER
LOCATION:	BRAMPTON
DATE:	February 2021

PRIMARY PURPOSE AND FUNCTION:

The Shipper/Receiver is responsible for shipping, receiving, and recording the movement of parts, supplies, materials, equipment and stock to and from the plant using either a forklift or an overhead crane.

QUALIFICATIONS:

Formal Education: High School diploma, or equivalent preferred and a valid forklift certification is mandatory, crane certification, an asset.

Knowledge/Skills: The position of Shipper/Receiver requires a basic understanding of all relevant company procedures. Intermediate forklift skills are required. The Shipper/Receiver must have a cooperative and flexible attitude, strong attention to detail and the ability to multi-task and meet deadlines.

Communication Skills: The incumbent must possess basic oral and written communication skills in order to communicate with drivers, co-workers etc. Reading skills are necessary to insure product labels match with pick sheets and orders.

Length & Nature of Prior Experience: At least three months of previous shipping/receiving experience is required.

MAJOR RESPONSIBILITIES:

1. Loads and unloads containers/trailers.
2. Makes custom skids for product to be shipped out on.
3. Packs and unpacks skids that are being sent out or that are being sent into the plant.
4. Receives incoming product.
5. Verifies product for loading and/or unloading.

6. Checks for discrepancies and damage product and records them on carrier's papers.
7. Confirms paperwork confirming orders.
8. Confirms that trucks have been loaded or unloaded properly to avoid damages to materials.
9. May deposit product into installers' bins.
10. Confirms that weight is distributed properly for each load.
11. Any other related duties that may be requested from time to time by the Team Lead, Production Manager or Plant Manager.

NATURE AND SCOPE OF POSITION:

The position of Shipper/Receiver is an individual contributor responsible for work assigned by others (team-lead, shipping clerk etc). It reports directly to the Shipping/Receiving Team-Lead/Supervisor.

The incumbent interacts with co-workers, truck drivers.

Thinking challenges and problem solving would typically be routine. Decisions made would normally impact transactions in the short term.

The position has limited freedom to act because work usually follows standardized practices and procedures, and unusual problems are referred to an immediate supervisor.

WORKING CONDITIONS:

Work performed has some variety, but changes are infrequent.

The Shipper/Receiver performs most tasks in a variety of positions with regular opportunity to move around. There is some heavy lifting required. Work can be repetitive and monotonous. A majority of the time is spent in a plant environment with regular exposure to uncomfortable physical factors or risk of illness. The Shipper/Receiver spends much time in the Shipping docks with exposure to cold/heat.

NOTE: This job description is not intended to be all-inclusive. Employees may perform duties as negotiated to meet the ongoing needs of the organization.

Please acknowledge your review and acceptance of this job description below

Employee (Please Print)

Signature

Date