



Position	Shipper / Receiver
Location	Mississauga, Ontario
Reports To:	Warehouse Manager

Scope:

Under the direction of Warehouse Manager, you will be responsible for the efficient and accurate processing of shipping/receiving orders.

Responsibilities & Accountabilities:

- Daily forklift inspection sheet to be completed. Batteries are to be checked every 2 weeks.
- Duties include picking, organizing & packing orders
- Ensure proper documentation of picking slips
- Perform shipping duties as per established procedures, call couriers and trucking companies.
- Advise Warehouse Manager & Lead Hand of any damage/changes to an order.
- Assist with coordination and tracking of couriers and freight
- Load/unload vans/trucks as necessary
- Operate forklift(s) as required
- Assist with ongoing and annual inventory control and cycle counts
- Assist Sales Coordinators/Inside Sales Representatives as required
- Receive incoming orders; do put-a-ways
- General warehouse duties
- Assume responsibility to ensure Company inventory and assets are secure
- Work as a team
- Process warranty in and out to vendor
- Inventory replenishment
- Warehouse cleanliness
- Call customers when orders (product) are received

Qualifications:

- Valid forklift license
- Able to perform repetitive heavy lifting
- Previous experience with materials handling preferred
- Good oral and written communication skills
- Organizational and time management skills
- Attention to detail and ability to meet quality standards
- Demonstrated initiative, with a good team player attitude
- Computer skills would be an asset
- Ability to work well under pressure and meet deadlines
- Strong problem-solving ability, particularly relevant in managing customer concerns

Reasonable accommodations are available, upon request, to candidates participating in the selection process. Should you require accommodation, please ensure to notify us in advance.

Please forward resume to hr@nee.ca