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