

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

| POSITION                              | SHIPPING AND RECEIVING COORDINATOR   |
|---------------------------------------|--|
| JOB NUMBER                            | 3381   |
| NUMBER OF POSITION/S                  | 1  |
| NOC CODE                              | 1471   |
| CLOSING DATE                          | No Closing Date  |
| LOCATION                              | Winnipeg, MB<br>St. Boniface   |
| ACCESSIBLE BY TRANSIT                 | Yes  |
| HOURS PER WEEK                        | 40   |
| HOURLY WAGE RANGE                     | TBD  |
| JOB TERMS                             | Full time  |
| JOB DUTIES                            | <ul style="list-style-type: none"> <li>- Triage of inbound pieces, including photo documentation</li> <li>- Quality Control of outbound pieces</li> <li>- Accurate completion of shipping &amp; receiving documentation</li> <li>- Shipping and receiving duties, including warehousing &amp; put-away of inbound shipments</li> <li>- Picking parts as required</li> <li>- Maintaining and performing inventory counts, including restocking</li> <li>- Communication with Transport Vendors, Customers and Process Coordinator on shipments</li> <li>- General housekeeping in shop</li> <li>- Other duties as assigned</li> </ul>   |
| QUALIFICATIONS, REQUIREMENTS & SKILLS | <ul style="list-style-type: none"> <li>- High school diploma</li> <li>- Forklift Operator Certificate</li> <li>- Valid Class 5 Drivers License</li> <li>- Minimum of 2 years experience in shipping &amp; receiving</li> <li>- Inventory control skills are a desirable asset</li> <li>- Fluent in English</li> <li>- Excellent interpersonal and communication skills (both verbal and written)</li> <li>- Proficient in MS Outlook, Word and Excel</li> <li>- Energetic self-starter, quality focused and detail oriented with high level of accuracy</li> <li>- Highly organized; ability to multi-task and handle multiple priorities</li> <li>- Physically capable of lifting and moving items up to 50 lbs. unassisted</li> <li>- Strong problem-solving skills</li> <li>- Current Criminal Record Check will be required</li> </ul> |
| OTHER DETAILS                         | Company offers a competitive salary and benefits package.  |
| APPLICATION PROCESS                   | Send targeted resume<br>Apply through your CC  |

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| <b>APPLICATION DETAILS</b> | Please, send your targeted resume to your Career Coach to apply |
| <b>JD</b>                  | Yelena Petrukhina   |