



Eskimo Point Lumber Supply

Eskimo Point Lumber Supply is currently looking for a **Shipper/Receiver** to join their Logistics team in Winnipeg!

The Shipper/Receiver ensures seamless processing of outgoing shipments and incoming items. The successful candidate will understand the impact of this position to other business functions that depend on the accuracy and efficiency of outgoing items. Inventory management and vendor relations with shipping companies are essential functions for this role. This position may be exposed to elements such as noise, dust, odours, varying cold/hot temperatures, fumes and oils.

This is a permanent full-time position that reports directly to the Operations Manager.

DUTIES AND RESPONSIBILITIES:

- Process all required paperwork and maintain adequate records for reporting and tracking
- Maintain filing of shipping documents
- Prepare and schedule shipments as assigned
- Oversee the secure and accurate loading/unloading of deliveries
- Track shipments and verify receipts of shipments as required
- Manage inventory of shipping materials and supplies
- Sort and distribute incoming shipments
- Perform quality audits of the condition of shipped goods for both incoming and outgoing items prior to signing off
- Accurately document and receive into inventory systems proper quantities and values
- Report discrepancies to immediate supervisor
- Follow current standards and procedures
- Ensure that shipments contain proper documentation and if multiple items per shipment, ensure item lists are complete
- Problem solve for any cases of missing documents, shipment and deliveries
- Maintain organized work area according to policies, procedures and safety regulations
- Make deliveries and pick-ups as assigned
- Perform other duties as assigned.

QUALIFICATIONS:

- High school Diploma or GED
- 1-2 years' experience in warehouse setting
- Previous experience in shipping and receiving is preferred
- Good verbal and written communication skills
- Valid driver's license and good driving record
- Must be physically able to lift up to 50 lbs.
- Ability to operate material handling equipment including forklift truck
- Able to work as part of a team as well as independently
- Good knowledge of computers including: internet, email and Microsoft Office Suite
- Good attention to detail, time management and organizational skills
- Must have a strong work ethic, be reliable with a positive team attitude.



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Start Date: Immediately

Employment Status: Permanent; Full-Time

Working Hours: Monday to Friday 8:00 am to 5:00 pm. You may be required to work extended hours based on business and/or customer needs.

Work Location: 970 Powell Avenue Winnipeg, MB R3H 0H6

How to Apply:

If you believe you can make a strong contribution to our organization, interested parties may submit their resume and cover letter to hr@eskimopointlumber.com and indicate in the subject line **Application for Shipper/Receiver**

About Us:

Eskimo Point Lumber Supply is a Nunavut based retailer and distributor that provides goods and services to the Kivalliq region. Our core values are based on honesty, hard work and service to the community. We are proud to provide support and opportunities to the Inuit communities in which we are based.

Benefits of Working for Us:

- Comprehensive group benefit plan
- Competitive compensation package
- Great colleagues and team atmosphere
- Respectful and family-oriented company with strong values
- Opportunity to develop skills in a growing company

We thank all candidates for their interest in the position; however only those selected for an interview will be contacted.

Applicants will be reviewed on a rolling basis which may result in an earlier application deadline.

EPLS hiring policy is to recruit and select the best applicant for employment based on a review of their qualifications, aptitude and skill for the position. EPLS does not discriminate against applicants based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or a conviction for which a pardon has been granted.