

Shipping/Receiving

Hitrac

Job Description

Successful Candidate would be responsible for the daily shipping and receiving for the parts department and whole goods and service counter. 7:30 am to 4:30 pm weekday.

Main Duties:

- Determine method of shipment and arrange shipping; prepare bills of lading, customs forms, invoices and other shipping documents manually or by computer
- Assemble containers and crates, record contents manually or by computer, pack goods to be shipped and affix identifying information and shipping instructions
- Oversee loading and unloading of goods from trucks or other conveyances
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods
- Unpack, code and route goods to appropriate storage areas
- Maintain internal, manual or computerized record-keeping systems
- May operate forklift, hand truck or other equipment to load, unload, transport and store goods.

Employment Requirements

- Completion of secondary school is usually required.
- Experience in a related clerical occupation or as a warehouse worker may be required.
- A forklift certificate may be required.
- A driver's licence may be required.

Hours: Full Time

Contact:

Megan Laurin

Email: reception@hitrac.com