

JOB POSTING



Position: Assistant Shipper and Receiver

Job Types: Full-time

No. of Positions: 1

Duties:

- Complete inventory counts
- Handle all produce and material in a safe manner to prevent damage and waste
- Notify Manager of any product quality issues
- Ability to receive or ship all items entering and leaving the Distribution Centre
- To handle weights up to 50 pounds
- Keep area clean, tidy and organized
- Put away all items and supplies when finished
- Report all mechanical concerns
- Communicate and co-operate with all staff, customers, growers, and suppliers
- Perform all duties in an accurate, safe and efficient manner
- Execute Inventory Control including counting and rotating product
- Adhere to Company policies, rules and regulations
- Report all variances
- Data Entry - Prepare all shipping and receiving documents and reports as required
- Strive to achieve the company's mission and goals
- Other miscellaneous duties as assigned

Shift:

- May vary as per union contract
- 4-5 days per week Monday to Sunday
- 8-10 Hours per day
- Some Statutory Holidays

Qualifications:

- Excellent organizational skills
- Good leadership skills
- Good written and oral communication skills
- Courteous and friendly
- Grade 12 and related work experience
- Superior skills in operating forklifts and powered pallet movers
- Aptitude for numbers
- Physically fit to perform tasks required
- Computer experience
- Must be able to obtain Safe Lift Truck Operator License
- Must be bondable

Rate of Pay: \$19.07-\$22.88 per hour as per the Collective Agreement

Expected start date: as soon as possible

All interested individuals, please submit your resume to Scott Jamieson at scott@peakmarket.com.