

JOB POSTING



Date of Posting: September 16, 2024

Position: Shipper/Receiver

Position Type: Full-Time, Permanent

Date of Removal: September 23, 2024

Location: Calgary, Alberta

No. of Positions: 1

The Shipper and Receiver is responsible for loading and unloading product from trucks, sorting, and stocking shipments, preparing shipping documents, and maintaining the cleanliness and orderliness of the distribution center. Performing duties in a safe, efficient, and accurate manner is critical to this role. The Shipper and Receiver will report to the Operations Manager.

Qualifications:

- Previous forklifts experience
- Must be able to obtain Safe Lift Truck Operator License.
- Repeatedly handle weights up to 50lbs; physically fit to perform required tasks.
- Excellent organizational skills with attention to detail.
- Grade 12 and related work experience.
- Good written and oral communication skills.
- Courteous and friendly.
- Experience with computers, data entry and warehouse management tools is considered an asset.
- Ability to tolerate cool temperatures and loud noise.
- Able to work at various heights.
- Must be bondable.

Duties:

- Receive product and accurately complete relevant paperwork and related data entry.
- Perform inspections on inbound and product and report deviations and/or quality issues as per receiving procedures.
- Ensure received product is properly stored in the distribution centre.
- Pick orders accurately and complete relevant paperwork and related data entry.
- Perform inspections on outbound product and report deviations and/or quality issues as per shipping procedures.
- Execute Inventory Control including counting and rotating of product to minimize waste.
- Operate forklift and rider within the DC in a safe manner.
- Load and unload trailers and trucks in a safe manner.
- Perform daily forklift inspection and report all mechanical concerns immediately to Supervisor or Manager.
- Communicate and co-operate with staff, customers, growers, and suppliers.
- Other duties as assigned.

Working Conditions and Position Specifics:

- Must be physically fit to perform tasks required
- Must be able to handle weights up to 50 lbs
- Must have ability to work at various heights
- Ability to work with loud noises
- Tolerance for cool temperatures
- All staff are required to wear steel toed shoes

Shift:

- Variable shifts, Monday to Sunday

Rate of Pay: \$24.00 per hour

Expected start date: As soon as possible

How to Apply: Send your resume and cover letter to careers@peakmarket.com.

We thank all applicants, but only those selected for an interview will be contacted.