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**Position: Shipping & Receiving**

**Reports to: Operations Manager**

### **Job Summary**

The Shipping & Receiving Associate role supports our Company's warehouse operations. This role will perform various warehouse activities such as receiving, input, sorting, loading and unloading inventory/products and all other duties as assigned.

### **Duties and Responsibilities**

- Cycle count and turn into each morning for posting.
- Pull orders for transfers, direct ships for other branches, and local Canadian orders in a timely and safe manner. All orders require 2 sign offs prior to packaging. All valves sold require the heat or serial numbers to be recorded on a recording sheet.
- Make metal tags for valves as requested.
- Review all documents including MTR's, drawings, loc, customs, commercial invoices, and Cers forms to make sure they are correct and go with the shipments as requested on the order.
- Fill out truck bills and call carriers or customers for pickup of all orders.
- Return prior days completed orders to Admin to match up to her invoices and filing.
- Receive all incoming orders, example transfers, buyout purchase orders, production orders, RMA and stock purchase orders. Turn into the operations Manager for processing.
- Maintain inventory as per bin location. If anything is moved or re-organized, fill out bin location movement form and turn into Operations Manager
- Operate both forklifts for loading and unloading in a safe manner.
- Pickup and deliver with company truck, orders for local customers, and mod shop orders.
- Keep the shipping area, racks and floors always clean. A clean workplace is a safe one.
- Weight all stock pallets prior to loading on the rack to ensure all racks are within the load rating per rack/section.
- Keep company shop truck clean all times, inside and out.
- Order shop supplies as needed, which is approved by Operations Manager
- Most of everything we do is followed by AIV's Procedure Manuals supplied by head office. If more detail is required, refer to these manuals for step-by-step instructions for each job function.

### **Knowledge, Skills and Abilities**

- Good interpersonal and verbal communication skills
- Must have adequate comprehension skills to follow operational and safety regulations and instructions.
- Must have experiences on forklift .

### **Education and Qualifications**

- Forklift Operator Safety Training