

OPPORTUNITY



SHIPPING / RECEIVING & COUNTER CLERK

Posting Issued: May 26, 2010
Reports to: Branch Manager
Work location: Ottawa, ON

Summary

Our Ottawa branch is currently seeking candidates to fill a position of Shipping/Receiving & Counter Clerk. The incumbent will start in the shipping and receiving department to learn about the products and would then take on more responsibilities at the counter and ensuring a good service to customers.

Tasks & Responsibilities

Shipping/Receiving

- Unpack goods received and verify them against internal documents;
- Verify parcels received and put away stock on the shelves;
- Prepare orders according to information shown on the packing slip;
- Print service and production documents;
- Advise customers when their order is ready;
- Maintain the warehouse in clean order and help out with the warehouse general tasks;

Counter

- Service customers and take phone orders;
- Identify samples and products returned to the counter;
- Make sure delivery times are respected;
- Follow up on back orders and quotes;
- Prepare the necessary documentation for returns to suppliers;
- Other related tasks.

Skills

- 1-2 years experience in a similar position, an asset;
- Knowledge of bearing and power transmission products;
- Knowledge of hydraulics and/or pneumatic, an asset;
- Bilingual, English and French (written and spoken) ;
- Good interpersonal skills;
- Basic knowledge of MS Office (Word, Excel, Outlook);
- Always maintain a positive attitude in daily dealings with customers;

Anyone interested in this position must submit his or her C.V. to Brenda Nairne, by email at bnairne@kinecor.com or by fax at 613-744-8853.