

OPPORTUNITY



SHIPPING / RECEIVING CLERK

Posting Issued: July 20th, 2010
Reports to: Branch Manager
Work place: Tracy, QC

Summary

Our Tracy branch is currently seeking candidates to fill one position of shipping/receiving clerk. In an organized and safe manner, the candidate will need to handle the flow of industrial goods in and out of the branch.

Responsibilities

- Verify parcels received by courier;
- Receive goods into the computer;
- Unpack goods received and verify them against the suppliers packing slip;
- Put away stock on the shelves;
- Print customer shipping papers and branch transfers;
- Prepare orders according to information shown on the packing slip;
- Advise customers when their order is ready;
- Maintain the warehouse in clean order;
- Expediting back orders;
- Prepare paperwork for supplier returns.

Required skills

- Teamwork skills;
- Attention to details;
- Experience in a similar position, an asset;
- Forklift operating skills, an asset;
- Bilingual, English and French, an asset;
- Computer knowledge, an asset.

Anyone interested in this position must sent his or her resume to the attention of Eric Lesieur via interoffice mail, by email at elesieur@kinecor.com or by fax at 450-742-7151.