

Shipper/Receiver

Brunette Machinery Co. Inc. is a leading supplier of wood processing machinery for the Sawmill, Pulp and Paper, and Biomass/pellet manufacturing industries.

We have full time opportunity for a **Shipper/Receiver** at our Head office located in Surrey, BC.

We are looking for someone with shipping/receiving experience, preferably in a manufacturing environment. Excellent time management skills and organized work practices are required. You will be able to handle multiple detailed tasks with tight deadlines. **You must be able to work in a fast-paced, self-disciplined environment.**

Qualifications:

- High School Diploma or equivalent
- At least 2 years of solid shipping/receiving experience
- Forklift experience and a valid forklift ticket
- Must have a valid driver's license and reliable transportation
- This position is physically demanding and requires the capability of lifting up to 50lbs
- Ability to work with minimal supervision is a must
- Experience using Microsoft Outlook, Word & Excel
- Have carpentry skills and a mechanical aptitude
- Must have a positive attitude and be a highly motivated team player
- Possess demonstrated interpersonal communication skills and ethical behavior
- Able to multi-task duties with shifting priorities
- Strong attention to detail and good memory retention
- Knowledge of SYSPRO and quality control inspection experience are considered assets
- Overhead crane experience is a definite asset

Responsibilities will include:

- Coordinate and organize shipping requirements for all departments
- Prepare pallets, crates and packages for shipping through various methods
- Receive, process and verify the accuracy of orders from customers and vendors
- Pick all orders with accuracy in a timely fashion
- Work in conjunction with other warehouse employees
- Prepare shipping documents
- Determine most economical method of shipping
- Keep warehouse clean and organized at all times
- Restock inventory and warehouse goods
- Perform additional duties as assigned by management

Work Hours and Pay Schedule:

- Full-time position – 40hr/week – Monday-Friday 8:00am – 4:30pm
- Biweekly pay schedule
- Excellent Benefits Package following successful probationary period
- Salary commensurate with experience

Email your cover letter and resume to colleen@brunnettemc.com

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

Phone calls from agencies and solicitors will not be accepted.