



Job Title: Shipper/Receiver

Department: Operations
Team: Roastery
Reports to: Roastery Team Lead & Technician
Status: Term Position
Salary: tbd
Job Category: A
Location: Grand Pre
Held by:
Updated: August 24, 2017
Working Relationships: Roastery, Operations Manager, Finance Team, Customer Service, Sales, Couriers, Customers.

Overall purpose of this position:

To work closely with Roastery Team, Customer Service and Sales to ensure that shipping targets are met and to work closely with Finance Team to communicate the receipt of incoming products.

Specific Responsibilities:

Shipping – 85%

- ☉ Pick and ship finished product orders, daily.
- ☉ Ensure that all next-day and same-day ship date targets are met for all customer orders in the order in which they are to be picked-up, daily.
- ☉ Ship orders via the courier services determined by Customer Service, daily.
- ☉ Ensure accurate order delivery to customers, daily.
- ☉ Meet specific customer requirement through direct communication with Sales and Roastery team, daily.
- ☉ Communicate and address any order delivery or accuracy issues, daily.
- ☉ Receive orders as per Just Us! food safety and quality standards, daily.
- ☉ Basic understanding of operation of other Production work stations.

Administration – 15%

- ☉ Attend Roastery meetings, weekly.
- ☉ Communicate any inventory variances to finance team, daily.
- ☉ Maintain a clean and professional workstation, daily.
- ☉ Other related duties, as required.

Skills required:

- ☉ Read and write English.
- ☉ Excellent communication skills.
- ☉ Good Customer Service skills.

- ☉ Detail orientated.
- ☉ Good self-management skills.
- ☉ Basic Math skills.

Technical:

- ☉ Basic Syspro skills.
- ☉ Basic computer software skills (Outlook, Word, Excel, shipping software).
- ☉ Forklift Licence.

Health and Safety:

- ☉ Health and Safety procedures as outlined in our Employee Handbook (Policy #105) must be followed.
- ☉ Up to date WHMIS certification required.

Personal:

- ☉ Able to work Monday to Thursday, Fridays as necessary.
- ☉ Able to work overtime.

Working Conditions:

- ☉ Standing most of the day.
- ☉ Carrying up to 50lbs.
- ☉ High-paced and potentially stressful workplace.