



Shipping and Receiving Assistant

Betz Pools, is looking for a Shipping and Receiving Assistant to join their team! The Shipping and Receiving Assistant is primarily responsible for overseeing incoming and outgoing shipping activities to ensure the accuracy, completeness, and condition of shipments. The Shipping and Receiving Assistant will inspect loading operations to ensure compliance with shipping specifications and supervise and coordinate the activities of warehouse workers relating to all shipping activities. When needed, the Shipping and Receiving Assistant will operate a forklift, hand truck, or other equipment to load, unload, transport, and store goods.

Core Competencies

- Accountability
- Communication
- Critical Thinking
- Decision Making
- Leadership
- Planning and Organizing
- Problem Solving
- Teamwork

Job Responsibilities

- Oversee incoming and outgoing shipping activities to ensure the accuracy, completeness, and condition of shipments
- Inspect loading operations to ensure compliance with shipping specifications
- Operate forklift, hand truck, or other equipment to load, unload, transport, and store goods
- Direct movement of shipments from shipping and receiving platform to storage and work areas
- Study shipping notices, bills of lading, invoices, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules
- Inspect material handling equipment for defects and notify maintenance personnel for repair
- Determine work procedures, prepare work schedules, and expedite workflow
- Inspect incoming materials and notify appropriate staff of potential quality issues

- Inspect loading operations to ensure compliance with specifications
- Direct movement of shipments to appropriate work areas
- Ensure the shipping area is organized and clean at all times and meets all compliance requirements
- Ensure that all employees are in compliance with all applicable health and safety regulations and other company-related policies and procedures
- Participate in training, development, and performance-monitoring activities
- Maintain the function and operation of the warehouse
- Hold responsibility for site security, including ensuring only authorized personnel are present
- On board with all Betz Pools Ltd and Ministry of Transport safety polices and training
- Other duties as assigned

Requirements

- Experience and asset
- Forklift Certificate from a reputable training school preferred
- Proven health and safety orientation
- Strong organizational skills
- Ability to handle pressure
- Ability to adapt and formulate new plans as contingencies arise
- Self-motivated
- Strong written communication skills
- Able to perform basic calculations and mathematical figures
- Ability to work individually and as part of a team
- High level of integrity and work ethic
- Must possess a valid driver's licence

Work Conditions

- Manual dexterity required to use desktop computer and peripherals
- Overtime as required
- Ability to lift up to 75 lbs.
- Work involves sitting, standing, bending, kneeling, lifting, walking