

Full Job Description

We have immediate opening for a full-time **Data Entry Warehouse Receiver** to support our Collision Repair parts Department.

Position Type: Full-time, Days

SPECIFIC DUTIES

1. Must be able to assume assignments requiring the operation of material handling equipment.
2. Verify that the driver is delivering to the correct address.
3. Unload and check product for accuracy and completeness against packing slip or bill of lading.
4. Also check for any damages or violation of our Receiving standards and document these as per procedure
5. Process and record returns, and forward this information to the designated individual in a timely manner.
6. Perform physical counts, sort job orders and load parts carts for daily intake of vehicles.
7. Carry out data entry tasks related to Receiving.
8. Provide accurate and timely information to other departments, particularly production management and Customer Service.
9. Work beyond regular hours, when necessary, in order to meet customer demands.
10. Other tasks as assigned by your supervisor.

QUALIFICATION

1. Receiving and/or warehouse experience.
2. Good verbal & written communication skills.
3. Must be physically fit and able to occasionally lift 40 lbs. plus.
4. Must be prepared to work flexible hours and occasional weekend shift.
5. Drivers abstract required

Job Types: Full-time, Permanent

Salary: based on experience and knowledge.

Job Types: Full-time, Permanent, Casual

Additional pay:

- Overtime pay

Benefits:

- Casual dress
- Dental care
- Extended health care
- Vision care
- Pension program

Schedule:

- 8 hour shift
- Day shift

Experience:

- Warehouse: 1 year (preferred)

Language:

- English (preferred)