

RCI is currently seeking a dynamic individual to join our organization in the position of Shipper/ Receiver.

JOB SUMMARY: This position is responsible for the efficient preparation and handling of incoming and outgoing materials and keeping a well organized area. Reporting to the Warehouse Supervisor this individual is responsible for determining the least expensive and most efficient methods of shipping.

PRIMARY AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:

Shipping

- Responsible for ensuring that customer orders are shipped accurately/ timely and in accordance with RCI quality control and customer requirements.
- Maintain and order shipping materials through Supply Chain.
- Work effectively with couriers and help manage shipping costs.
- Maintain fork lift and hyster certification and perform daily checks.
- Complete Customs documentation for inter-co transfers.
- Coordinate with carriers and freight forwarders to schedule pick-up of goods

Receiving

- Responsible for ensuring that supplier shipments are received accurately, timely and stored in accordance with RCI quality control requirements and FIFO rules.
- Verify incoming product matches vendor paperwork for product description and quantity. Log all incoming RGA's.
- Affix bar code labels and date stamp all packages.
- Report and document all incoming damages.

Teamwork and Leadership: Support and execute RCI's business strategy by being an effective team member on a high performance team (within your department and/or across departments). Work in collaboration with all other team members to achieve outstanding business results. Look for ways to improve your own, and your teams, performance, capability and capacity without necessarily increasing costs. When costs do increase, there is always an offsetting, acceptable ROI. You are an excellent team member with good leadership skills who communicates, behaves and makes decisions in alignment with RCI's mission, vision, values and culture. You employ an overall philosophy of excellence and accountability through PDCA (Plan Do Check Act) and "Focus & Finish".

DEMONSTRATED COMPETENCIES AND BEHAVIOURS:

- Valid fork lift license
- Computer experience is essential
- Strong attention to detail and accuracy
- Time management and organizational skills required
- Ability to work in a deadline driven environment
- Ability to handle multiple priorities
- Attention to Detail