

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (TRANSPORTATION DIVISION)

SHIPPER/RECEIVER

SUMMARY OF DUTIES:

Reporting to the Senior Stockkeeper, fill all shipping, receiving and related record keeping functions for the Mountain location.

GENERAL DUTIES:

Physically receive all materials shipped to the Mountain location.

Ensure that orders received correspond with those on shipping documents and initiate action to correct any discrepancies.

Process Receiving documentation and enter all receipts into computer system.

Create partial shipment documents and forward to accounts payable division.

Advise appropriate personnel of arrival of non-stock orders.

Liaise, as necessary, with purchasing and/or accounting personnel on matters relating to invoicing, short shipments, returns, claims, etc.

Package as necessary, arrange transportation, prepare documentation and physically handle all material shipped from Mountain location.

Maintain a secure, safe and clean shipping and receiving area.

Be familiar with total stores operations.

Perform other related duties as assigned.

QUALIFICATIONS:

1. Grade 12 education or equivalent.
2. Able to work with little supervision in a very physical and demanding environment.
3. Good physical condition and motor skills; capable of heavy lifting.
4. Mechanical aptitude and a familiarity with automotive parts preferred.
5. Knowledge of computerized stockroom procedures considered an asset.