

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	WAREHOUSE SUPPORT
<b>JOB NUMBER</b>	3322
<b>NUMBER OF POSITION/S</b>	1
<b>NOC CODE</b>	7452
<b>CLOSING DATE</b>	2018-07-09
<b>LOCATION</b>	Winnipeg, MB Fort Garry
<b>ACCESSIBLE BY TRANSIT</b>	Yes
<b>HOURS PER WEEK</b>	40
<b>HOURLY WAGE RANGE</b>	TBD
<b>WAGE DETAILS</b>	Pay depends on experience.
<b>JOB TERMS</b>	Full time
<b>JOB DESCRIPTION</b>	A Warehouse Support, ensures seamless processing of incoming inventory and outgoing shipments. Responsible for all warehouse duties including receiving of inventory, picking, packing and shipping of sales orders, coordination of couriers, stock organization and inventory counts. Order processing and inventory management are completed in an ERP software package.
<b>JOB DUTIES</b>	<p>Inspection of incoming deliveries for damage and piece counts.</p> <p>Receiving of inventory for sales orders and stores, completing receiving inspection of goods, reconciling to packing slips and purchase orders.</p> <p>Picking, packing and shipping of sales orders.</p> <p>Return of goods to suppliers as required through RMA process.</p> <p>Schedule daily transportation needs with different carriers/couriers.</p> <p>Oversee the secure and accurate loading and unloading of deliveries.</p> <p>Maintain filing of shipping and receiving documents.</p> <p>Track shipments and verify receipt of shipments as required.</p> <p>Manage inventory of shipping materials and supplies.</p> <p>Online shipping and tracking through carriers software.</p> <p>Completion of weighbills, bills of lading and international shipping documents.</p> <p>Operate a forklift and/or electric pallet jack in a safe manner to move goods.</p> <p>Management of warehouse space to ensure easy flow of incoming and outgoing goods.</p> <p>Investigation and problem solving for cases of missing documents, shipments and deliveries.</p> <p>Monthly inventory cycle counts and annual inventory counts</p>
<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	<p>High school diploma or equivalent or an acceptable combination of education and relevant experience.</p> <p>1-2 years of direct work experience in a Shipping and Receiving role</p>

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<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	preferred. Excellent written, oral, and telephone communication skills. Strong computer skills. Ability to lift up to 50 lbs as required. Overtime as required. Clean Criminal Record Check (Mandatory).
<b>APPLICATION PROCESS</b>	Send targeted resume Apply through your CC
<b>APPLICATION DETAILS</b>	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicated the job number and the title in your application.
<b>JD</b>	Norm Mayer