

SHIPPER / RECEIVER

Newmarket

\$14 - \$16 / hour

Under the direction of the immediate supervisor, the shipper receiver performs duties related to receiving and shipping merchandise. Verifies merchandise and organizes its distribution. Prepares related documents. Maintains storage area

Responsibilities

- Receives merchandise. Checks and signs delivery slips. Assists with unloading as necessary.
- Unpacks merchandise. Verifies the quality and quantity of items against supporting documents.
- Accepts or returns merchandise according to established procedures.
- Calculates prices according to guidelines.
- Completes different forms and prepares documents. Maintains files.
- Organizes distribution and shipping of products
- Makes necessary verifications against documents, prepares the merchandise and moves to the appropriate area. Handles customer pick-ups.
- Contacts transport companies and suppliers in order to expedite, trace or return merchandise that does not conform to specifications or purchase orders.
- Participates in taking inventory.
- Maintains storage area, organizes and places stock on shelves.
- Ensures area is secure at all times.

Qualifications

- Ability to be accurate and precise
- Capability of working in a team atmosphere with minimal supervision
- Strong personal ethics and values with the ability to lead by example
- Strong ability to deliver results
- Innovative - uses creativity and vision to improve
- High sense of urgency and drive; able to set priorities and deliver results within deadlines and able to remain calm in stressful situations
- You must be able to lift heavy objects (up to 80 pounds)
- Ability to be accurate and precise
- Have forklift and/or prior warehouse experience
- Good communication and customer service skills

Interested candidates, please submit your updated resume to pdicecca@linuxugroup.com