

## **POSITION: WAREHOUSE RECEIVER**

### **ABOUT BRIKERS**

We're fixers - we've been rebuilding heavy equipment components for over 20 years. We dismantle whole equipment such as excavators, wheel loaders and rock trucks on site, rebuild the components to their original specifications, and test them on our in-house test bench. We take pride in what we rebuild, but most importantly, we value our people. We encourage continuous improvement and recognize and reward those for exceptional performance. We're managing our rapid growth and looking to expand, which is why we're looking for you!

### **POSITION SUMMARY**

This position's responsibilities include unloading, sorting, checking, and warehousing inbound freight from suppliers and vendors. The Warehouse Receiver is also responsible for moving and breaking down mixed product on pallets, scanning product into system and filling out documentation accordingly. You will be responsible for ensuring accuracy when receiving, shipping, and recording all movements of inventory and materials to and from Brikers. The Warehouse Receiver will also be responsible for supporting the shipping department with other duties as needed. This position is full-time.

This is a full-time position for 40 hours/week and 8 hours/weekday. Work hours are between Mon - Fri 7:00am - 3:30 pm.

### **RESPONSIBILITIES:**

- Receiving incoming product.
- Moving and breaking down mixed product on pallets.
- Bin locate products using our online system.
- Filling out paperwork accordingly.
- Operate forklift, hand cart or pallet jack for loading and unloading inventory.
- Receive and verify incoming shipments.
- Unpack, put away and organize stock.
- Assist customers with loading vehicles.
- Clean and organize the warehouse and yard.
- Capable of lifting 50lbs minimum an asset.
- Receiving and inspection of incoming raw materials.
- Complete documentation for all incoming materials.
- Track the inventory usage and ensure sufficient stock.
- Setup safety stock and provide date to purchaser for replenishment.
- Monitor inventory, conduct cycle counts. Investigate discrepancies for root cause and corrective actions.
- Check for accuracy of container number prior to accepting shipment.
- Make note of any product damage prior to accepting shipment.
- Efficiently unloads inbound trailers and loads transfer trailers as directed.
- Report any discrepancies between packing slips and actual inbound freight to supervisor.
- Redirect returns/packages/mail to appropriate department.
- Accurately perform put away function and prioritize put away of all back ordered inventory.
- Maintain inventory of all receiving supplies (i.e. tape, shrink wrap, pallets etc.)
- Communicate with QC, Outbound, and Purchasing on receiving anomalies.
- Participate in inventory cycle count program and inform of case lot deficiencies.
- Identify and verify quantities, codes, and colours of incoming receivables.
- Optimize storage space through product consolidations.
- Stack wooden pallets, and shipping boxes in a safe and organized manner.
- Report any problems with equipment without delay.

## QUALIFICATIONS:

- **Forklift certification is mandatory.**
- Min 2 years warehouse/yard experience
- Min 2 years warehouse receiving experience.
- Knowledge of trucking and logistics and working knowledge of courier shipping systems is required.
- Ability to work with power tools.
- Highschool diploma
- Valid class 5 driver's license with clean abstract
- Detail oriented with excellent organizational skills.
- Ability to lift heavy objects repetitively.
- Ability to operate material handling equipment competently.
- Effective verbal and written skills
- Ability to work with minimum supervision in a fast-paced environment.
- Must be willing to work outside regardless of the weather.
- Overhead crane experience is an asset.
- Equipment parts experience is an asset.
- Operating excavators, wheel loaders, telehandlers are an asset.

## PHYSICAL DEMANDS & WORK ENVIRONMENT

While performing the duties of this job the employee is regularly required to stand for long periods of time. The employee is occasionally required to sit; climb or balance, kneel, crouch, or crawl. The employee is regularly required to lift up to 10 pounds and up to 50 pounds. The vision requirements include close vision. The employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is exposed to moderate to loud noise environments and will be required to operate various heavy equipment, such as forklifts.

*BRIKERS provides competitive compensation packages as well as an excellent opportunity to grow in a dynamic environment. We thank all applicants for their interest; however only those selected for further consideration will be contacted.*