



Rebuilt. In Stock. Ready to Ship.

12865 Katonien St.  
Maple Ridge, BC  
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[WWW.BRIKERS.COM](http://WWW.BRIKERS.COM)

## POSITION: SHIPPING RECEIVING LEAD HAND

### 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

The Shipping Receiving Lead Hand will manage the shipping and receiving functions, including inventory control: itemizing, cataloguing, and accurate stocking of inventory. This position includes managing numerous warehouse tasks such as building pallets, cleaning parts, paint touch ups, boxing parts and cabs, unloading and loading trucks, organizing, and storing parts. Effective communication with other departments and management will be key to success. This position will be responsible for the oversight and coordination of the shipping and receiving department and personnel. It will be imperative for the successful candidate to coordinate, manage and delegate responsibilities to their team effectively and strategically. The Shipping Receiving Lead Hand will be responsible for ensuring that all departmental key performance indicators and metrics are achieved, in addition to providing training and managing upkeep of department personnel credentials for the safe use and operation of machinery. The Shipping Receiving Lead Hand will be responsible for a variety of administrative tasks, including performance evaluations, training, recruitment, disciplinary actions and critical evaluation of the team under their direction.

This is a full-time position for 40 hours/week and 8 hours/weekday.

Work hours are between Monday – Friday from 7:30am – 4:00pm.

### RESPONSIBILITIES:

- Develop a long-term strategy for managing growth of the Shipping and Receiving department, including development of personnel: conducting performance reviews, training & development, safety accreditation, recruitment, disciplinary coaching and effective management of employee relations.
- Develop and execute a long-term strategy for continuous improvement of the shipping, receiving and warehousing department processes, in addition to staff growth and development to support organizational growth.
- Critically evaluate and develop process improvements to ensure sold product quality.
- Act as the first contact for the Logistics Manager to ensure products leave as planned, communicate any issues with the Operations Manager.
- Proactive management of yard maintenance, cleanliness and inventory storage: strategizing how to effectively store components in an efficient and safe manner, prioritizing preservation of product quality.
- Perform weekly meetings with shipping, logistics, and sales team members to ensure smooth flow of operations.
- Conduct proactive daily stand-up meetings to address ongoing safety, quality and delivery concerns.
- Manage and delegate tasks to prioritize and ensure sold products are shipped in same day.
- Proper training, operation, inspection, and maintenance of Brikers equipment.
- Ensure smooth flow of operations by training and developing processes for a back up lead hand during absences.
- Order and maintain shipping and receiving supplies by receiving quote approval prior to placing orders.
- Oversee yearly inventory count and reconciliation.
- Assign and delegate tasks to department team as needed.





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- Manage the Cylinder Rebuild Program by coordinating department team to achieve the following: pulling, loading, and unloading cylinders for third-party vendors, complete tasks for rebuilt cylinders; coordinate painting with paint shop; build custom skid per cylinder and bin locates when cylinder complete.
- Coordinate the team to assist Cab and Rebuild shops with related tasks as requested to expedite the flow of work.
- Proactive coordination of cross training department personnel to ensure consistent flow of operations.

#### **ADDITIONAL RESPONSIBILITIES:**

The Shipping & Receiving Lead Hand will also be responsible for the coordination and oversight of the following responsibilities for their department team:

##### *Receiving:*

- Unload/receive all product from suppliers, match paperwork with pack slip; report discrepancies between order and received with freight carrier and Logistics Manager
- Save or dispose of pallets depending on reusability.
- Itemizes product, bin locates and stores immediately.
- Reports any missing parts on core returns, i.e., cab doors/front window frames.
- Unboxes incoming cab cores, palletize, photograph, and bin locate effectively.

##### *Inventory control:*

- Managing warehouse by organizing inventory appropriately, including shelving, stacking, forklifting to optimize space.
- Itemize every part received, input all details into intranet, and bin locate every part.
- Conduct regular inventory and cycle counts, match intranet inventory to physical inventory.
- Pull correct parts out of inventory.

##### *Operational Support:*

- Build pallets and crates, ensure proper levels of lumbar and fasteners and adheres to strict safety protocol.
- Move product between shops as assigned, preparing for shipping, or placing in inventory as required; bin locate all rebuilt components.
- Maintain clean working areas with daily and weekly clean up tasks for the wood shop, loading dock, and shipping/receiving area.
- Box cabs for inventory by washing completed cabs, putting cabs in shipping boxes and ensuring they are bolted down correctly. Wrap, strap, and write item number on shrink wrap, locate appropriate bin and places in appropriate row.
- Learn and follow the proper flow of work in the dismantle area, warehouse, and yard to support the safe and complete performance of the work.
- Maintain a clean and tidy work environment.
- Ensure rebuilt cabs are properly photographed before boxing.
- Securing rebuilt cabs to the shipping box, wrapping and bin locating.

#### **QUALIFICATIONS:**

- +3 years of experience in a leadership position.
- +5 years of experience in warehousing.
- +3 years of experience working in shipping and receiving.
- +2 years of experience working in a manufacturing environment.
- Experience working in the heavy equipment industry is an asset.





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- Familiar with automotive or machine parts
- Technologically literate
- Stand up/counterbalance forklift certification is an asset
- Experience working in a dynamic and fast paced environment with a team
- Organizational and strategic development skills

#### 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.*

