

SHIPPER/RECEIVER

THE JOB

The Shipper/Receiver is responsible for ensuring packages are labeled, packed and shipped correctly and timely. They are also responsible for receiving, inspecting and recording shipments, unloading packages and ensuring they match the orders.

DUTIES & RESPONSIBILITIES

Shipping:

- Communicate delays/issues/concerns in a timely manner.
- Track and be ready to report on delivery failures and issues for KPI.
- Keep track of trailer kilometers daily in spreadsheet.
- Allocate inventory to sales orders as pulled by Operations staff. Ensure accuracy and notify Management and/or Purchasing in the event of discrepancy.
- Ensure inventory accuracy by processing break bundles as needed.
- Prepare delivery slips and verify against sales order and back up paperwork to ensure accuracy.
- Review delivery slips for correct information and adjust as applicable.
- Prepare US customs documentation for loads going to the United States.
- Create back orders as requested.
- Ensure that driver inquiries/concerns are addressed in a timely manner.
- Verify that actual truck loads match loading paperwork by physical count once loaded.
- Back up telephone contact with all trucks and ensure that the Dispatcher is made aware of all problems.
- Provide continual communication with drivers as needed.
- Ensure loads are ready, invoiced and able to be loaded promptly.
- Develop and maintain ways to minimize turnaround time, including pre-shipping orders, early preparation of HT certificates as required to eliminate delays.
- Ensure that all Operations personnel are notified immediately of common carrier arrivals.

Receiving:

- Responsible for receiving and tagging all inbound product.
- Count and verify lumber and panel products and ensure product matches information on PO, Bill of Ladings or other supporting documents.
- Performing manual tallies and recording information on Receiving Report.
- Creating tags and ensuring quantities are correctly inputted into Tallyworks.
- Printing out Tag Detail and Receiving Receipt and comparing information to Bill of Lading for accuracy.
- Conducting verification counts as required.
- Responsible for record keeping of required documents.
- Responsible for updating operations on “wait for stock” orders upon stock arrivals.
- Ensure all tag lifts are retagged in a timely and accurate manner.
- Communicate daily schedule as well as future schedule to help ensure that trucks flow into and out of the yard on schedule.



- Responsible for all CN Rail, Intermodal and CP Intermodal scheduling and communication.
- Responsible for managing and limiting demurrage charges on all Rail Cars and Containers.
- Scan receiving documents into Smart Search.
- Advise Purchasing of any discrepancies between the Bill of Lading, Tallyworks PO and actual material Received.
- Ensure that all received product is of the proper quality and advise Purchasing if it is not.
- Advise purchasing if return product needs to be downgraded.
- Ensuring all paperwork is completed before month end.
- Searching product locations for FLO's , verbally and physically.
- Keeping rail troughs clear of ice and debris.
- Ability to fill in as a FLO when asked.
- Participate in regular cycle counts.
- Ensure receiving paperwork is forwarded to the proper department in a timely manner.

KNOWLEDGE & SKILLS REQUIRED

- Forklift Certification (or working towards).
- Knowledge MS Office software.
- Knowledge of Tallyworks or other MRP/ERP systems considered an asset.
- Lumber knowledge preferable.
- Knowledge of product lines.
- Organized and able to manage multiple tasks and deadlines in a fast paced environment.
- Strong initiative and follow-up skills.
- Excellent problem-solving skills.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- The ability to learn quickly and adapt.
- Strong team player with ability to self-manage and prioritize.
- Previous experience in shipping/receiving considered an asset.

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "*YOU'LL LOVE DOING BUSINESS WITH US*".



Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

