

Receiver

Our Brand Promise:

YOU'LL LOVE DOING BUSINESS WITH US

Our Mission:

We quickly respond to our customers' needs and solve their issues with a wide variety of solutions that benefit their business.

Our Vision:

We create two-way relationships with customers and suppliers, offer diverse opportunities for our team, promote open communication with all of our stakeholders, focus on strengthening our industry and growing our company.

Our Value Proposition:

Weston Forest delivers the right solutions. We are truly focused on creating great relationships and becoming your go-to source – by doing what we say we'll do. We have proven our expertise and commitment to become one of North America's strongest and most respected organizations. Today, Weston Forest is a trusted partner to our customers, suppliers and employees. We will continue to find new ways to solve your challenges and take an active role in building a sustainable industry.

Our Core Values

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

Recent awards:

- Proud to be named one of Canada's 10 Most Admired Corporate Cultures
- Repeat winner of CANADA'S BEST MANAGED COMPANIES
- One of Canada's PROFIT 500 Fastest-Growing Companies
- Recipient of the Canadian Business Excellence Awards for Private Businesses



JOB PURPOSE

This position requires timely and accurate tagging and receiving of all inbound and reworked product and Customer Returns. Cycle counting will become a key role of this position.

DUTIES AND RESPONSIBILITIES

- Schedule appointments with trucking companies and maintain Appointment Calendar.
- Communicate daily schedule as well as future schedule to Yard Supervisors to help ensure that trucks flow into and out of the yard on schedule.
- Work with trucking companies to schedule appointments
- 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
- Responsible for communicating with Purchasing and Industrial Sales on the arrival of product
- Scanning of receiving documents into Smart Search
- Redirecting Direct Shipment loads to our customers, ensure these loads are not received at our site
- Advise Purchasing of any discrepancies between the Bill of Lading, Tallyworks PO and actual material Received.
- Ensuring that all received product is of the proper quality and advising Purchasing if it is not.
- Knowledge of product and grades
 - Advise purchasing if return product needs to be downgraded
 - Advise Sales and Purchasing if customer has returned product that does not belong to Weston Forest
- Ensuring all paperwork is completed before month end
- Advising Yard Supervisor of special order material and where it is to be located
- Searching product locations for forklift operators, verbally and physically
- Keeping track of receiving tags, etc and advising purchaser as to when an order will need to be placed
- Keeping rail troughs clear of ice and debris
- Ability to fill in as a forklift operator as needed
- Responsible for receiving and tagging all inbound product; including purchase orders, customer returns, WFP transfers millworks, and finished products from on site mill
- Count and verify lumber and panel products and ensure product matches information on Pos, Bill of Ladings or other supporting documents. This particularly requires:
- Performing manual tallies and recording information on Receiving Report
- Creating tags and ensure quantities are correctly inputted into Tallyworks
- Printing out Tag Detail and Receiving Receipt and comparing information to Bill of Lading for accuracy



Platinum member



- Conducting verification counts as required
- Responsible for record keeping of required documents
- Responsible for updating operations on “wait for stock” orders upon stock arrivals
- Work with Inventory Control Manager and Receiving Team Lead to ensure all tag lifts are retagged in a timely and accurate manner
- Participate in regular cycle counts
- Ensure receiving paperwork is forwarded to the proper department in a timely manner
- Act as backup Shipper as needed

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of WF Operations processes
- A high performer; energetic; track record of excellent performance evaluations.
- Strong communicator; reliable and consistent; respected by peers; dependable.
- Forklift Certification Preferred
- Good knowledge of Tallyworks and MS Office software
- Lumber knowledge preferable
- Previous experience in receiving is an asset

