



# Job Description

## Shipper/ Receiver

### Summary

Shipping & Receiving/Warehouse employees ensure seamless processing of outgoing shipments and incoming items. The incumbent will understand the impact of this position to other business functions that depend on the accuracy and efficiency of outgoing items. Inventory management and vendor relations with shipping companies are essential functions for this role. This position may be exposed to elements such as noise, dust, odours, varying cold/hot temperatures, fumes and oils.