



# PRAIRIECOAST

equipment

JOHN DEERE

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## Shipper Receiver

Are you looking for a role with an industry leader where you can make an invaluable impact to the success of your team? As a recently merged dynamic company we are looking for a strong, dedicated, and knowledgeable individual to join the parts staff in our Grande Prairie dealership on a full time basis.

## Summary

This role will ensure seamless processing of outgoing shipments and incoming items. Understanding 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 position. Selling, receiving, and delivering parts & accessories as well as performing in-store customer service, overall organizational promotion, and stocking duties are included in this role.

## Requirements

- High school diploma and experience in shipping role preferred with online shipping, tracking and receiving.
- Able to communicate both verbally and in writing and possess basic mathematical skills.
- Valid driver's license and good driving record.
- Forklift experience a requirement.
- Knowledge of completing waybills and bills of landing and international shipments.
- Ability to weigh and measure items and working knowledge of safe packing methods.
- Demonstrated ability to operate material handling.
- Able to work efficiently as a part of a team as well as independently.
- Computer literacy, including working skills of Excel and e-mail.
- Attention to detail in all areas of work.
- Good organizational, time management and prioritizing skills.