



JOB POSTING

POSITION: Shipper
STATUS: Full-Time
LOCATION: Kohl & Frisch Limited (Richmond, BC)
REPORTS TO: Warehouse Supervisor
DEPARTMENT: Supply Chain

Primary Role of This Position

The Shipper works with the Warehouse Supervisor and Lead Hand to ensure the correct number of parcels are appropriately palletized according to the delivery locations and schedule. The Shipper also determines how many trucks will be required to meet the daily delivery schedule and that the trucks are properly loaded on time.

The Shipper shall ensure operations are compliant with applicable GMP standards as defined by GUI-0001 "Good Manufacturing Practices" and GUI-0069 "Guidelines for Temperature Control of Drugs Products during Storage and Transportation".

Major Responsibilities

- + Check the schedule to determine how many lines are scheduled to be processed and, therefore, how many parcels Shipping can expect to receive on that shift; parcel volume will determine how many additional trucks will be required to meet the daily delivery schedule
- + May direct other employees to lines experiencing a greater number of parcels
- + Check against orders for quantity, correct material, and proper address markings
- + Ensure all remaining deliveries are distributed daily and delivered in a timely and efficient manner
- + Ensure that the correct parcels and number of parcels have been grouped together on the skids
- + Identify the missing parcels, and either look for the missing parcels or request that the parcel be picked and delivered to shipping
- + Wrap completed skids and move the skid, as necessary, in preparation for the skids to be loaded onto the trucks
- + Assist with the preparation of supplier returns
- + Coordinate all cross dock from Receiving and Shipping, and ensure that all trucks are loaded efficiently while maintaining all possible use of cubic feet in the trailers
- + Ensure that all trucks are properly loaded to avoid damage to material
- + Post weights and shipping charges
- + Assist drivers with problems pertaining to their loads
- + Other related duties as assigned

Qualifications

- + Partial high school
- + One year of experience or less
- + Experience in high volume distribution/warehouse environment
- + Strong attention to detail and accuracy
- + Excellent interpersonal, communication, and organizational skills
- + Computer literacy
- + Ability to lift a minimum of 50 lbs on a consistent basis
- + Certification in BT and Forklift Operation

Hours of Work

Sunday, 11:00 am to 7:30 pm, and Monday to Thursday, 6:00 am to 2:30 pm

How to Apply

If you are interested in applying, please submit a cover letter and a résumé. Please ensure you specify the job title, **Shipper-BC**, in the subject line of your email.

Please send all applications for this role to: mroomes@kohlandfrisch.com.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.