



Star Processing Limited

Shipper/Receiver

Responsibilities:

Reporting to the Warehouse Manager, the Shipper/Receiver is responsible for the following:

- Coordinate the picking and loading of product to be shipped to meet delivery deadlines.
- Receive incoming shipments and verify the quantity and quality of product.
- Load outbound shipments and verify the quantity and quality product.
- Initiate claims for damaged goods, overages and shortages through prompt personnel notification and information collection.
- Ensure shipping and receiving procedures are followed and applicable forms are completed on all goods received.
- Ensure information is entered into the computer system in a timely and accurate manner.
- Organize the coolers at the end of each work day to accommodate loads to be received.
- Maintain cooler and product organization.
- Restack product on pallets as required.
- Ensure good housekeeping and safety procedures are maintained in the shipping/receiving and office areas.
- Complete daily inspections and records.
- Perform other related duties as assigned.

Qualifications:

- Current forklift operator's certificate
- Capable of lifting 40lbs repetitively
- Basic windows based computer skills
- Proficiency in basic math, reading and writing
- Ability to work with limited supervision