



Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.

The Shipper/Receiver's primary role is to do inventory spot checks and ship and receive goods delivered to the Westerner Park. Reporting to the Warehouse Supervisor, s/he maintains organization and cleanliness of the stock room, inspects deliveries for breakage and defects, ensures accuracy of deliveries and invoices, receives and stores shipments, restocks shelves and assists with ordering as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Shipper/Receiver is an active member of the Warehouse Team. S/he participates in team meetings, working as a team member to collaboratively address initiatives, challenges and issues, problem solving to achieve the most effective solutions for the client and the organization as a whole. Under the direction of the Warehouse Supervisor, the Shipper/Receiver is responsible for:

- Shipping and Receiving
 - Receives orders
 - Reviews and identifies any discrepancies in shipments and inventory transactions
 - Ensures accuracy of deliveries
 - Tracks and records deliveries for inventory purposes
 - Keep records and create reports regarding supply costs
 - Identify areas of improvement in shipping/receiving practice
 - Work with suppliers to schedule deliveries
- Stock room cleanliness and maintenance;
 - Organize and maintain an organized warehouse
 - Ensure a clean inventory and storage area
 - Maintain an adequate stock of shipping/storage/shelving to contain required inventory
- Safety and infection control;
 - Follow all safety and infection control requirements in the warehouse
 - Report any deviation from standard protocol following standard company procedures

CLIENT & GUEST EXPERIENCE

- Checking and ensuring all requests for inventory are accurate (correct, if necessary, any deficiencies) prior to events.
- Delivering prompt and efficient resolution and recovery of client inquiries or complaints to improve overall client and guest satisfaction



CORE COMPETENCIES

- Customer service and quality orientation
- Team centric & positive attitude
- Accountability and dependability
- Experience in shipping/receiving
- Organized and able to manage multiple tasks
- Excellent oral and written communication skills
- Ability to operate a computerized inventory and purchasing system/inventory system
- Ability to work under pressure and as part of a team

QUALIFICATION & REQUIREMENTS

- A valid Class 5 Drivers License
- High School Diploma or equivalent
- 2 years of direct work experience in a warehouse setting preferred
- Strong knowledge with Microsoft Office products including Excel, Word, and PowerPoint
- Good communication skills
- Ability to tolerate frequent walking, standing, kneeling, pushing, climbing, and lifting up to 50 lbs.

WORKING CONDITIONS

- Manual labor for extended periods of time including heavy lifting as required (50-75 pounds)
- Able to physically inspect stockroom, warehouse and surrounding areas
- Weekend and evening shifts will be required

AFFILIATIONS Member of the Westerner Employee Association

TO APPLY **\$15.00—\$20.00**

TO APPLY Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to HR@westernerpark.ca

This job description is not intended to be all inclusive. Personnel may perform other related duties as requested to meet the ongoing needs of the organization.

Thank you for your interest with Westerner Park. We look forward to reviewing your application

Important Message: We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until successful applicants are found.