

JOB POSTING: **SHIPPER - RECEIVER**

March 30, 2022

**MITCHELL PRESS**

Since 1928, Mitchell has grown into a Visual Communications company with a rich history in print craft, combined with industry-leading technology and sustainable practices. We are focused on building a team culture that delivers exceptional client experiences every day. If you are like us... humble, hungry, have super talents and love to work in a fast-paced inclusive environment, come join us!

**THE OPPORTUNITY**

We currently have an opportunity for a proven performer to enhance their career with Western Canada's leading print marketing company. Our full-time **SHIPPER – RECEIVER** position is an excellent opportunity in an in-demand trade.

**YOU WILL BE:**

- Reporting to the shipping and receiving logistics supervisor
- Shipping and receiving, working with almost every member of our team
- Inspecting incoming shipments
- Preparing shipping documentation
- Mitigating risks to avoid late shipments, product quality and packaging oversights, and unnecessary costs
- Managing, tracking, and facilitating cross-border shipments, and arranging product transportation with vendors
- Defining, monitoring, and reporting on KPIs (Key Performance Indicators)

**YOU ARE:**

- Licensed to operate a forklift
- Experienced, with a minimum of 2 years' experience in shipping and receiving
- Able to work in a deadline driven, collaborative team environment
- Very familiar with Computer software such as Microsoft's Excel, Word, platforms, and tools
- Familiar with US and Canadian customs and duties policies, shipping methods, timing, and costs
- Analytical and have strong math skills, able to use data to track orders, shipments
- An inclusive team player with excellent decision-making and communication skills
- Experienced with Microsoft business tools, Word, Excel, and software tools specific to shipping
- Able to work 36 hours per week, with flexibility

- Reliable and well organized
- A positive person by nature, and look forward to working in a culture which promotes collaboration
- Proactive, organized and can handle multiple tasks with a passion for problem solving, always providing solutions
- Able to lift and carry up to 50lbs
- Someone with an eye for detail, understanding the last mile is the most important

#### YOU MIGHT HAVE:

- Knowledge of warehouse inventory management systems
- Flexibility to manage your own workflow and timelines

#### COMPENSATION

- This Union position provides excellent extended health and dental benefits, as well as a pension plan.
- Pay is \$28.30/hr based on 36-hour work week.

#### EDUCATION/EXPERIENCE

- 2+ years of experience in similar role
- Please forward resumes to: [hr@mitchellpress.com](mailto:hr@mitchellpress.com)