



Receiver

We are currently looking for a full-time **Receiver** to join our team based in Surrey, BC. Reporting to the Materials Manager, the Receiver will be responsible for accepting parts, supplies, and stock from vendors and suppliers and contributing to the company's inventory management team.

Join us and be part of an amazing team that fosters trust and collaboration. We offer a competitive salary, comprehensive benefits package, pension plan, onsite fitness facility, and an excellent work environment.

Responsibilities and Duties

- Maintain overall responsibility for incoming packaged goods to Dynamic and stock put-away
- Ensure all incoming paperwork (attached to goods) is matched to Dynamic's corresponding purchase order. Report any discrepancy to vendor and maintain records until issue is resolved
- Ensure all incoming paperwork matches what has physically arrived
- Make and accurately keep records of back orders as per procedure
- Mark and accurately label all inventory parts and put on shelving or pass on to correct person
- Proactively organize and keep all stock areas clean, ensure bin locations are labelled correctly
- Accurately and carefully perform cycle counts on a regular basis and report discrepancies
- Assist in miscellaneous inventory operation and maintenance at the direction of the Manager
- Play an integral role in year-end inventory count (overtime required)
- Become familiar with bin locations and types of parts ordered and stocked
- Provide support and back-up coverage for the Shipper and other department members
- Occasional pick-up and drop-off of parts at local vendors
- Correctly file all paperwork

Education, Experience, and Requirements

- This is an entry-level position; experience with shipping and/or receiving in a warehouse environment is an asset, but not a requirement
- Strong commitment to safety
- Strong attention to detail
- Strong time management and organization skills
- Strong communication, active listening, and problem-solving skills
- Ability to lift up to 50 lbs
- Valid BC driver's license
- Experience with Microsoft Office is an asset, but not required
- Forklift license is an asset

Wage: \$18.00 to \$22.00 per hour

Plans: Medical, Dental, and Pension Plan

Work hours: Monday to Friday from 8:00AM to 4:30PM (opportunity for overtime)

Contact: Tyler Carmont, Controller, (604) 882-9333, tcarmont@dynamicsspecialty.com