



Job Description

POSITION IDENTIFICATION

Title	Warehouse/Shipper/ Receiver	Reports to	Maintenance and Facilities Manager or Purchaser
Job Family	Amix Group	Career Level	Intermediate

Direct Reports: 0

KEY INTERACTIONS (INTERNAL AND EXTERNAL)

This role requires the ability to work closely with the Purchaser, internal stakeholders as well as outside vendors.

JOB RESPONSIBILITIES

- **Warehouse:**
 - Organize and ensure all items procured have an accessible home to be readily accessed when needed
 - Complete inventory related tasks
 - Track rolling stock via chargebacks
 - Enter chargebacks into excel spreadsheet for accounting purposes
 - Organize and file open Purchase Orders'
 - Restock warehouse items
 - Clean warehouse area on regular basis
- **Shipper:**
 - Procure accurate quotes from couriers
 - Create accurate packing slips
 - Wrap, pack, and secure loads prior to shipment
 - Personally pick up items in ASAP case basis
 - Coordinate return shipments
 - Pull and Package items from warehouse for in house vessel orders
 - Coordinate item pick-ups and deliveries with vendors
- **Receiver:**
 - Sign for incoming items on AMIX Marine behalf
 - Assist with offload when applicable
 - Match pick tickets from vendor to in house Purchase Orders
 - Ensure line items from vendor match items delivered
 - Mark back orders appropriately and follow up



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- **Other:**
 - Assist with Norming requisition and Sage PO systems for creation of requisition/Purchase orders respectively
 - Complete inventory of Sea Cans
 - Restock Sea Can items
 - Fuel Trucks
 - Perform and complete full vehicle pre-trip inspection with driver upon request to sign out fleet vehicle
 - Any ad hoc duties as required

EDUCATION AND EXPERIENCE

- High School Diploma
- 1+ years' experience as a Shipper/Receiver.
- Strong computer skills specifically with MS Excel, Word, Outlook

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal and communication skills (written and oral)
- Organizational skills
- Time management skills
- Ability to work under pressure
- Capable of working independently and as part of a team.
- Able to Multi-tasking.
- Detail oriented
- Discrete and professional attitude

BEHAVIOURAL COMPETENCIES

- Respect for others
- Honest, Ethical and Trustworthy
- Willingness to help others
- Accountable