

Shipper/Receiver - Napa Auto Parts Port Hardy

Job Type: Full-time Tuesday - Saturday

You will be responsible for establishing and maintaining good relations with our customers by providing courteous, efficient, and professional service in a safe and timely manner, stock merchandise in inventory (shipments received and returns), and to pick efficiently and in timely manner merchandise for orders to be delivered.

Duties & Responsibilities:

- Responsible for order fulfillment including the accurate and timely picking of merchandise for delivery
- Verifying parts orders to ensure they are correct before shipment
- Re-stocking shelves and moving parts; ability to frequently lift 30-40 lbs
- Communicating missing stock and short shipment situations to Counter Person
- Verifying shipments received against shipping documents
- Verifying and crediting customer returns in a timely manner
- Assisting with other store operational functions as outlined by Store Manager
- Customer Service
- Adhering to all safety rules, including the handling of hazardous materials
- Automotive aftermarket and parts supply background and /or knowledge
- Functionally literate and capable of recognizing parts numbers
- Ability to work in a fast paced environment with tight deadlines
- Merchandising and maintaining the front store, keeping the store in a neat and orderly manner including stocking shelves.

Experience:

- We are looking for someone with previous Shipping / Receiving or any warehouse experience.

Requirements:

- Must have Valid Driver License
- Basic computer knowledge
- Strong organizational and teamwork skills
- Ability to work in a fast paced environment.
- Strong attention to detail

We thank all candidates in advance for applying; only those selected for an interview will be contacted.

Please drop off resumes in store or email to Heidi Zealand - hzealand@napacanada.com