

POSITION: Shipper
REPORTS TO: Shipping Manager
LOCATION: Abbotsford, BC

POSITION PROFILE

Summary:

This hands-on position performs shipping activities necessary to support the delivery of the Phantom Experience to our customers. The Shipper is accountable for material handling, shipment picking, packaging, label and bills of lading generation. Frequent forklift use required with this position.

As a member of the shipping team, the Shipper will participate in the achievement of corporate and departmental goals, consistently demonstrate and encourage in others the organization's core corporate values and support Phantom's overall strategic vision.

Structure:

This position reports to the Shipping Manager. Other positions reporting to the Shipping Manager are Shipping Team Lead, Shipping Coordinator, Shipping Assistant and Order Picker. There are no subordinates reporting directly to this position.

Position Responsibilities

Include, but are not limited to, performing the following:

Verify

- Ensure travelers and packing slips match the shipping document
- Double check packing slips to confirm accuracy of items picked
- Audit shipment piece counts and labels during loading

Create

- Bills of Lading and labels

Processing

- Build pallets, wrap and label
- Package and label bundles and or individual units
- Load trucks
- Data entry of scrap sheets
- Cycle counting of finished goods
- Year-end inventory count

Scheduling

- Ship dates drive daily activities

Support

- Customer Experience: respond in a timely manner to all CX requests germane to area of responsibility
- Suppliers: assist with interaction with suppliers and delivery drivers
- Raw Materials Warehousing: assist in warehousing activities when required

General

- Health & Safety: adhering to company policies, procedures, and legal requirements
- Human Resources: adhering to policies, procedures, and requirements
- Pursuit of Operational Excellence: continuously improving the demand driven flow of customer value
- Team and Personal Development: Participate in continuous improvement teams, job-related training and personal development
- Other duties as assigned

Further, this position will collaborate with other staff on efforts such as improving safety, quality, implementing best practices and carrying out activities in the best interest of the organization.

Corporate Values:

At Phantom Screens we value all of our employees. We are committed to providing a safe, harmonious, and respectful work environment and all employees are expected to help us achieve this by practicing our core principles which are attached to this document.

Position Requirements:

General:

- Uses sound judgement to evaluate and analyze information, and effectively resolve issues.
- Excellent time management skills and sustained attention to detail

Communication

- Proficiency in all four English language skills: reading, writing, speaking, and listening
 - Must be able to follow written and verbal instructions
- Mature, confident and comfortable in dealing with a variety of contacts at all levels
- Respect the need to maintain confidentiality of company information

Computer Skills

- Windows operating system and accurate data entry skills required
- Basic use of the Microsoft Office Suite of programs
- Familiarity with other software programs (ERP) considered an asset

Physical Requirements

- Sight: Vision correctable to within normal ranges is essential for observation, inspection, preparing documents, etc..... Specific vision abilities required for this job include close vision, color vision, and ability to adjust focus
- Hearing: Hearing correctable to within normal ranges is essential for normal conversations, receiving ordinary information, etc. Ability to communicate orally with customers, vendors, management, and coworkers is crucial. Occasional use of telephones for communication may be required.
- Touch: Use hands to finger, handle, or feel, reach with hands and arms. Good manual dexterity required
- Mobility: While performing this job, the employee is regularly required to stand, walk, use stairs, sit, and kneel. The ability to remain in a stationary position as well as the ability to move about the office and plant is required. Using a computer while sitting for extended periods is common.
- Strength: Heavy lifting is expected. The employee may occasionally lift and/or move up to 80 pounds.
- General: Must be capable of wearing personal protective equipment necessary to comply with government and company safety standards whenever engineered methods of reducing hazards or physical requirements cannot be reasonably accommodated

Certificates / Licenses / Permits

- Mobile Equipment Operator mandatory and First Aid certification considered an asset

Academic achievements:

- Grade 12 or equivalent

Work Experience:

- Material Handling, Shipping and Warehousing background considered an asset