

# SHIPPING & RECEIVING CLERK

## COMPANY DESCRIPTION

4iiii Innovations Inc. is a Canadian sports technology company based in Cochrane, Alberta. The company seeks to build not only the best and most accurate equipment but to do so at an affordable price so that every athlete can gain the benefits of better training. We're seeking a **permanent full-time Shipping & Receiving Clerk** to join our team in Cochrane, Alberta.

4iiii Innovations offers a competitive compensation package in a fun, fast-paced and exciting industry. 4iiii employees have access to industry discounts from leading brands, race entry discounts, and of course 4iiii products. If this sounds like something that interests you, read on!

## ROLE SUMMARY

The Shipping & Receiving Clerk helps to ensure the seamless processing of outgoing shipments by correctly picking, packing, processing and fulfilling D2C orders and shipments for various departments and consignees. This role receives, counts and confirms incoming shipments. The position is also involved in warehousing and maintaining products on shelves, and keeping shipping materials in stock. Finally, the Shipping & Receiving Clerk must deal directly with shipping companies, freight forwarders and truckers.

## RESPONSIBILITIES AND DUTIES

- Prepare all product and warranty repair orders to be shipped out to the customer in a timely manner
  - Pick the correct product and the correct quantity of product
  - Pack in appropriate packaging that is cost effective and ensures safe delivery of contents
  - Prepare bills of lading, ensure proper documentation is enclosed and that package will ship to the correct location
- Receive packages, verify and inspect contents; ensure contents are recorded and entered into the system correctly. Report any discrepancies or damages
- Pick, pack and ship inter-company transfers
- Inventory management
  - Create inventory transfers of items in the building
  - Verify that other transfers are correct and ensure items are put away in the correct locations
- Assist with or ship larger dealer/distributor orders (picking, packing, scanning, processing)
- Other duties, relevant to the position, shall be assigned as required

## QUALIFICATIONS AND SKILLS

- High school diploma
- A basic knowledge of shipping; previous experience using online shipping systems (Fedex, DHL, UPS and Canada Post) is beneficial
- Attention to detail
- Strong organizational, time management and prioritizing skills to work effectively under tight deadlines
- Able to effectively communicate both verbally and in writing
- Able to work in a fast-paced environment
- Ability to lift, push and pull boxes up to 50 kg
- A valid driver's license

## WORKING CONDITIONS AND ADDITIONAL DETAILS

- Working on-site at 4iiii location is required
- Standing or sitting for extended period of time

If you're inspired by this opportunity, please email [hr@4iiii.com](mailto:hr@4iiii.com) with a cover letter and resume. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Visit [www.4iiii.com](http://www.4iiii.com) for more information.

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