



Title: SHIPPER/RECEIVER – CHARLOTTETOWN
Reports to: SUPERVISOR STORES/R&O ADM.
Company: 3 Points Aviation – CHARLOTTETOWN FACILITY

3 Points Aviation is an industry leader in Aircraft component sales, manufacturing and repair and overhaul. Headquartered in the West Royalty Business Park in Charlottetown, we have worked tirelessly to earn a reputation that consistently exceeds our client's expectations. Our company, through focused customer service, has become a leader in the supply and distribution of new and re-conditioned aircraft parts.

JOB DESCRIPTION:

As the Shipper/Receiver you will be responsible for the daily activities related to inbound and outbound product flow, parts availability, receiving & issue accuracy, and process improvement, while supplying internal customers effectively. This is a permanent, full-time position with a regular work week of 40 hours per week and working shift work would be a requirement in this position.

MAJOR DUTIES AND RESPONSIBILITIES:

- Providing receiving services for stock and return services for repairs and internal shop orders.
- Receiving and unpacking materials & supplies.
- Picking orders as internal / external customer orders enter facility.
- Shipping of customer orders and preparation of shipping documents.
- Assist in the planning and organizing of warehouse activities relations to shipping, transportation, receiving, returns, order filling, inventory control and storing.
- Assist in the organization of material and workflow, equipment, warehouse layout
- Maintaining an organized stock room.
- Preparation and completion of cycle counts.
- Performing light physical duties (lifting and carrying).
- Evaluate, through visual observation, receipt of materials and related documentation.
- Obtain tracing information for required follow-up.
- Prepare shipment authorization and track shipments.
- Monitor resolution of over/short or damage reports.
- Prepare material receiving reports.

QUALIFICATIONS REQUIRED:

- Minimum 3-5 years of experience in inventory related activities.
- Must be avail. to work overtime when needed
- Must be avail. to work shift work
- Experience with bar-coding and scanning system.
- Experience with forklift and JLG lift.
- Experienced in the preparation of manual and on-line shipping documentation, Canada Customs regulatory requirements, and Harmonized System classification numbers.
- Experience with Outlook and MS office applications as well as computerized inventory.
- Valid driver's license and reliable transportation is required.

KEY COMPETENCIES:

- Strong analytical skills and a continuous improvement mindset.
- A self-motivated team player with strong interpersonal skills and a positive attitude.
- Ability to occasionally work outside regular hours to respond to after hour calls on a rotational basis.
- Highly organized, excel at multitasking and can help implement and maintain processes.
- Solid verbal and written communication and problem solving skills.
- Strong focus on the customer and getting the job done while maintaining a positive, flexible attitude.
- Proven experience in working within a team environment.
- Ability to react quickly to changing requirements and/or unanticipated issues.

Salary based on experience:

Deadline for submissions:

Please email your resume to: hr@3pointsaviation.com