



**Title: SHIPPER RECEIVER - MISSISSAUGA**  
**Reports to: WAREHOUSE LEAD**  
**Company: 3 Points Aviation – MISSISSAUGA 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:**

Reporting to the Warehouse Lead, the Shipper/Receiver 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 is requirement to participate in rotational after-hours on-call (AOG) coverage to support airline customer requirements.

**QUALIFICATIONS:**

- Minimum 3-5 years of experience in inventory related activities.
- Strong analytical skills and a continuous improvement mindset.
- A self-motivated team player with strong interpersonal skills and a positive attitude.
- Ability to work outside regular hours to respond to after hour calls on a rotational basis (AOG).
- 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.
- Experienced in the preparation of manual and on-line shipping documentation, Canada Customs regulatory requirements, and Harmonized System classification numbers.
- Experience with bar-coding and scanning system.
- Experience with Instapak hand held foam system.
- Experience with forklift and JLG lift.
- Experience with Outlook and MS office applications as well as computerized inventory.
- Valid driver's license and reliable transportation is required.

**KEY 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.

3 Points Aviation encourages applications from all qualified candidates. 3 Points Aviation will accommodate qualified persons with disabilities. If you need accommodation at any stage of the application process or want more information please contact: Dianne Griffin at 902-892-9913 ext. 8841.

**Salary based on experience:**

**Deadline for submissions:**

**Please email your resume to:** [hr@3pointsaviation.com](mailto:hr@3pointsaviation.com)