



jpw systems inc is hiring for the position of Shipper/Receiver.

Hours: Full Time 37.5 per week however must be flexible as volumes dictate

Salary: commensurate with experience

Please send your resume to: joannew@jpwsystems.ca

The successful candidate presents a professional demeanor, is a self-starter, has a desire to learn the architectural door hardware/security industry, is a good communicator, detail oriented and enjoys taking responsibility for ensuring the best results are provide to their customers.

This is an important position at jpw systems and requires a detail oriented person who is looking to add value to the role by ensuring product received and shipped is as ordered, identifies problematic trends, recognizes when stock could be utilized to fulfill requirements of the job, monitors purchase orders and plans for upcoming volume and communicates effectively with internal and external customers. The successful candidate will bench test products and understands low voltage inputs and outputs. This person is a team player and understands the requirement to ensure projects and installations are resourced correctly and on budget.

Past experience in shipping/receiving role, knowledge of door hardware and low voltage systems an asset.

This position job description:Determine best method of shipment of outgoing goods

- Schedule distribution of goods
- Prepare bills of lading, invoices and other shipping documents
- Inspect and verify incoming goods against purchase orders or other documents
- Record shortages and reject damaged goods
- Route goods to appropriate warehouse areas
- Pick goods to be shipped against a sales order verifying quantities and product
- Pack goods to be shipped and affix identifying information and shipping instructions
- Oversee loading and unloading of goods by external couriers
- Maintain a clean, organized warehouse, ensuring all Workplace Health and Safety rules are in place and followed
- Schedule the shop truck as well as keep it clean and maintained
- Identify and reorder stock as required
- Cut and stamp keys
- Maintain and keep an inventory of shop tools and equipment



Requirements

- Ability to work in a fast paced environment
- Able to work with minimal supervision
- Attention to detail
- Decision making and task planning
- Self-starter who wants to learn
- Handling heavy loads, physically demanding
- Repetitive tasks
- Highly organized
- Forklift license
- Valid driver's license
- Excellent verbal and written communication skills
- Proficient in excel and word
- WHMIS, FALLS certified
- Valid driver's license and excellent driving history

jpw systems has been in business since 2000 and employs over 30 full time people. Our team members provide consulting, specification writing, coordinating, supplying and installing architectural hardware, access control and CCTV products in the Southwestern Ontario region. Our customers are architects, contractors, electrical engineers and end-users specifically in the healthcare, education and long term care areas. Each project consists of a dedicated team who are involved in the project from the planning stages through to its completion.

jpw offers health and dental benefits, a healthy living supplement, matching group rsp, a condensed work week leaving at 1:00 pm on Fridays – **however must be flexible as volumes dictate**, free parking and onsite showers/gym facility. We look for individuals who want to contribute, make a difference and want to learn this complex business.