

CAREER OPPORTUNITY

TITLE:	Shipping / Receiving & Warehouse Coordinator
REPORTS TO:	Director of Operations
NUMBER OF POSITIONS:	1
JOB IDENTIFICATION #:	2015-2WC
OVERVIEW:	The warehouse coordinator is responsible for achieving high levels of inventory accuracy and the organization of the warehouse areas. We are interested in an individual who build relationships and works well in a fast paced team environment.

SPECIFIC ACCOUNTABILITIES / DUTIES:

- Confirm and record the receipt of shipment
- Conduct inspection of incoming shipments and report discrepancies in quantity or product type for accounting, reimbursement and record keeping
- Ensure inventory accuracy
- Prepare items for shipping, including picking order; packing slips, and customs documentation etc.
- Communicate with logistics coordinator for the tracing of shipments
- Maintaining all shipping and receiving records
- Ensure warehouse is well organized as per standards
- Manage the transport of goods and materials
- Forklift operation and material handling, unloading or loading, including carrying boxes of equipment

REQUIRED QUALIFICATIONS:

- 2-3 years' experience in a shipping/receiving or warehouse setting
- Strong attention to detail
- Good organization and time management skills
- Basic knowledge of MS Office
- Good communication skills
- Ability to work in a face paced environment
- High school diploma

REFERRED QUALIFICATIONS:

- Previous experience in food manufacturing facility

TO APPLY:

1. Email kiinaturalshr@gmail.com
2. Subject line should include the **Job Identification #**
3. Attach your resume
4. In your message, please answer the following questions:
 - a. Are you eligible to work in Canada?
 - b. How did you hear about us?
5. Submit your email

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