



Job Description

POSITION: Receiver	STATUS: Full-Time
DEPARTMENT: Purchasing	REPORTS TO: Purchasing Manager
HOURS WORKED WEEKLY: 40	Pay Rate: \$18-24/hour
CREATED: January 2022	REVISED: April 2022

JOB SUMMARY

Kraun Electric is a brand that represents excellence, and this includes our approach to handling materials, equipment, and our warehouse/yard space. The Receiver contributes to the efficiency of our electrical installations through efficient material handling and maintaining our warehouse(s) and property.

DUTIES

- Inspect deliveries to ensure they match order paperwork
- Receive and sign for deliveries
- Track materials received using computer/software
- Unload deliveries from trucks, both manually and with a forklift
- Process returns
- Organize and store received items in appropriate areas
- Update inventory with received items
- Communicate with vendors regarding shipment issues such as backorders
- Inventory cycle counts
- Responsible for keeping warehouse and yard organized & clean
- Fill orders from inventory
- Deliveries and pickups
- Represent our brand and SPARK values
- Perform other duties as assigned

EDUCATION

- A high school diploma/GED required



EXPERIENCE and SKILLS

- Previous warehouse experience is an asset
- Mechanically inclined and able to work with tools to build and assemble
- Good communication and organizational skills
- Good understanding of warehouse safety regulations
- Physical dexterity and comfortable operating forklifts, hooking up trailers, etc.
- Able to quickly learn software programs
- Good navigational skills to locate delivery and pick up locations
- Basic math skills
- Attention to detail

TOOLS PROVIDED

- Computer technology and professional training courses, as necessary

WORKING ENVIRONMENT and PHYSICAL DEMANDS

- Includes but is not limited to the routine use of standard office equipment, extensive walking and standing, using ladders, heavy lifting, and operating machinery, including pulling trailers with a pickup truck
- Exposure to various weather conditions should be expected

REQUIREMENTS

- Present and maintain a valid Ontario drivers' license and clean driving record
- Present a criminal reference check