

<b>Job title</b>	<b>Shipping and Receiving Assistant</b>	<b>Reporting to</b>	<b>Logistics Manager</b>
<b>Location</b>	<b>CASCO Pet USA - Ontario, CA</b>	<b>Position type</b>	<b>Full time</b>
<p>CASCO Pet is a global business specialising in pet and aquatic shop fitting and revolutionary veterinary clinical housing with manufacturing and sales operations around the world. We are proud of our reputation for innovative and flexible designs which place us as the market leader in the pet and veterinary industry. Our sales ambition is matched by the highest commitment to customer service.</p>			
<b>Role Description:</b>			
<p>A key element of this role will be to oversee the shipment or receipt of outgoing or incoming materials, parts, or products. Study shipping and receiving processes for effectiveness. Suggest improvements to distribution procedures, and act to improve timelessness or reduce costs. Document shipping or receiving information. Complete reports for management.</p>			
<b>Key accountabilities - main areas of responsibility</b>			
<p><b><u>Goods In</u></b></p> <ul style="list-style-type: none"> <li>• Receive in (unload) all goods delivered to the company</li> <li>• Carry out inspection of goods received – checking for damage, quantities, quality of items received</li> <li>• Check goods against supplier’s packing lists and internal purchase order for accuracy</li> <li>• Notify Production Manager and Purchasing Manager of any damaged goods received, place it in the quarantine section and complete appropriate paperwork</li> <li>• Ensure all stock movements are accurately recorded</li> <li>• Coordination of stock returned</li> <li>• Ensure all paperwork is taken to accounts daily</li> </ul> <p><b><u>Good Out</u></b></p> <ul style="list-style-type: none"> <li>• Accurately pick stock items in accordance with the outgoing paperwork ensuring conformance to the customer’s requirements</li> <li>• Notify Helpdesk Team of any short shipments/short picks</li> <li>• Pack and label all outstanding deliveries to ensure goods arrive undamaged</li> <li>• Highlight potential stock shortage by being aware of production and service requirements</li> <li>• Load ups/carrier shipments and ensure all paperwork is correct</li> </ul> <p><b><u>Inventory Control</u></b></p> <ul style="list-style-type: none"> <li>• Control Warehouse inventory by coordinating movement of product from production to warehouse to shipping</li> <li>• Responsible for the goods in/out areas to comply with the Health and Safety, Insurance requirements, and to generally maintain it in a tidy and orderly way</li> <li>• Store product in designate and labeled storage areas</li> <li>• Adjust storage areas according to requirements</li> <li>• Update location database as required</li> <li>• Complete stock checks as required</li> <li>• Assist with inventory counts and investigate together with Purchasing Manager any discrepancies</li> </ul>			

**General**

- General warehouse maintenance and safety
- Perform other duties as required
- Load delivery trucks
- Day to day task associated with good running of the business included but not limited to empty bins, clean showroom, arrange additional waste collections, keep outside area clean and tidy etc.

Contacts	
External	Internal
<ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Transport companies</li> </ul>	<ul style="list-style-type: none"> <li>• Management</li> <li>• Production Supervisor</li> <li>• Helpdesk &amp; Logistics</li> <li>• Accounting/Purchasing</li> </ul>

**Role Related Expertise - Qualifications, skills and experience**

- Good problem-solving skills
- Good interpersonal and communication skills
- Excellent attention to detail
- Very high-quality standards
- Able to work in an organized fashion, often under pressure with the ability to multi-task.
- Ability to work overtime as required
- Team working skills
- Confidence
- Ability to lift up to 75 lbs.
- Pallet Jack experience