

## **SHIPPER AND RECEIVER**

**REPORTS TO            YARD SUPERVISOR**

### **DUTIES & RESPONSIBILITIES**

- Responsible for receiving, shipping, storing, equipment inventory, inspecting supplies, equipment or replacement parts in a proficient manner.
- Shipping/Receiving & Equipment Repairs
- Processes and maintains shipping and receiving documentation.
- Communicate with rig managers, field superintendents, oil company representatives, purchasers & service companies
- Monitors and controls shipping movements with Repair Estimates and Bill of Ladings.
- Stacks or places merchandise or material in an accessible manner in bins, shelves, yard or other assigned areas.
- Load and unload trucks.
- Maintains warehouse in orderly manner by sweeping floors, dusting shelves, straightening materials, emptying trash, stacking pallets, etc.
- Picking equipment, gathering merchandise and preparing equipment for shipment and delivery.
- Picking up or delivering materials to suppliers, purchasing emergency delivery materials, etc.
- Assist in taking annual inventory, repairing miscellaneous equipment, maintaining warehouse records.
- Work in cooperation with the Asset Management department and the Purchasing Department to monitor or produce Bill of Ladings, stamp equipment E#'s on equipment
- Drilling Shipping & Receiving shop and ensure all information is provided on the Bill of Lading to allow adequate tracking of material costs and location.
- Troubleshoot problems that arise within the shipping and receiving department.
- Training other staff and divisions on Shipping & Receiving procedures and department set up.
- Run front end loader.
- Routine maintenance to shop vehicles, shop forklifts & yard loader
- Assist with rig ups in Nisku
- 24 hour on call rotation for shipping & receiving equipment.