

SHIPPER AND RECEIVER ASSISTANT

DEPARTMENT OPERATIONS
REPORTS TO YARD SUPERVISOR

DUTIES & RESPONSIBILITIES

- Processes and maintains shipping and receiving documentation.
- 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.
- 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 loader.
- Prepare out of country shipment for Ensign USA and shipment to other Ensign Energy divisions.
- Other duties as requested or assigned.