



Job Description

Position: Receiver/Shipper - Slab Division
Location: Stone Tile International (STI)
Reports To: Warehouse Manager
Hours of work: Monday to Friday, 8:30 am to 5:00 pm

Position Overview

This position plays a key role in receiving, storing, documenting, and delivering stone/slab materials within the company and to outside parties. The Receiver/Shipper will be responsible for performing an array of functions that might include accepting and processing incoming stock and materials, packing and shipping orders, or organizing, retrieving stock in the warehouse and analyzing inventory discrepancies.

The Receiver/Shipper will also be responsible for providing administrative assistance to the Stone Department. Responsibilities will include reporting new and incoming materials to the Stone department; assist in movement and warehousing of stone/slab products; capture pictures of products, upload pictures to an online platform; and inspecting the stone for quality.

Job Duties:

Receiving:

- Upon stone + slab arrival, review slab quality
- Move slabs with forklift
- Sort stock based on quality of material.

Administrative:

- Communicate new materials to Stone Department
- Measure slab and document sizes
- Coordinate inbound/outbound of slabs
- Take pictures of stock
- Upload pictures to the common server

Shipping:

- Confirm picking stock batch
- Go through checklist prior to shipment leaving
- Attach stone label and customer care kit
- Coordinate the shipping of the stone/slab to its destination.

Requirements

- Forklift license required
- 5-10 years experience in shipping/ receiving
- 3-5 years experience in stone/slab handling



- Excellent attention to detail, ability to organize and conduct activities in a timely and accurate fashion
- Exceptional oral and written communication skills and the ability to effectively communicate with all levels of the organization.
- Thrives in working in a fast paced, changing environment.
- Exceptional organizational, time management and prioritizing skills.
- Superior problem solving ability
- Proficient in MS Word, Excel, and Outlook
- Ability to effectively learn new systems on a needed basis
- Experience with Sage Business Vision is considered an asset

Core Competencies

- Excellent communication skills, written and oral
- Adaptability and flexibility
- Team work
- Accountability and dependability

Work Conditions

- Able to physically inspect company property and assets.
- Some exposure to a noisy, warehouse environment.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No agencies please.