



Job Posting

Job Title: Shipper/Receiver/Inventory Control
Status: Full Time
Reporting to: Manager, Retail Operations -Edmonton
Location: Edmonton, Alberta

About Lee Valley:

Since 1978, Lee Valley has recognized that woodworking and gardening are not just hobbies, but are for many a lifestyle choice. Lee Valley Tools enjoys a proud 40-year history of providing high quality woodworking, gardening, hobby, hardware, gift and seasonal merchandise to customers worldwide. Our customer service is renowned. We pride ourselves on providing quality in all products, whether developed and manufactured internally or sourced elsewhere.

A position at Lee Valley is more than just a job – we honor the time and dedication that our people give by providing sustained and meaningful employment and we strive to provide an environment where learning and development are encouraged.

Opportunity:

We have exciting opportunities available for a Customer Advisor at our Edmonton Retail Store.

The Shipper/Receiver will oversee the processing of material from the time it arrives in receiving until the time it is purchased by the customer. Working with clearly established procedures, she/he will carry out tasks in support of both the receiving and shipping functions. The candidate will also assist with customers in the store at peak times as is required.

Key Responsibilities:

- Putting away stock received into its designated warehouse location(s) in an accurate and timely manner
- Accurately adjusting and reporting shipping discrepancies
- Moving and relocating stock when required
- Maintaining excellent records of goods shipped and received
- Keeping the warehouse clean and orderly

- Communicating effectively with Inventory Control in the main mail order fulfillment warehouse
- Organizing and preparing for annual physical inventory
- Maintaining a valid lift license to operate order picker
- Conducting monthly catalog counts as required
- Processing all outgoing mail/UPS shipments from the store as required
- Performing additional tasks related to normal Shipping and Receiving/Inventory Control procedures and warehouse maintenance and safety as required
- Assisting in store at peak times as required

Knowledge and Skills:

- 1-3 years of experience in a warehouse environment or equivalent combination of experience and education
- Ability to read and understand related documentation e.g. Purchase Orders, Way Bills, Bill of Lading, Packing Slips
- Computer proficient with strong MS Office skills
- Good knowledge of point-of-sale software; previous experience in a retail environment considered an asset
- Knowledge of Lee Valley products and/or in Lee Valley's core areas of business considered an asset

Interested in joining the Lee Valley Team?

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