



JOB DESCRIPTION FORM

POSITION INFORMATION	
TITLE: Head Shipper/Receiver	DATE: DEC. 2009
DEPARTMENT, SELECT FROM: <input type="checkbox"/> Inside Sales <input type="checkbox"/> Outside Sales <input checked="" type="checkbox"/> Inside Support <input type="checkbox"/> Service <input type="checkbox"/> Truck Routes/Fleet <input type="checkbox"/> Management	
EMPLOYEE NAME:	REPORTS TO: SHAWN MOONEY, OPERATIONS MANAGER

JOB TASKS

- Maintains inventory levels for shipping needs.
- Keeps track of cylinder stock to ensure appropriate levels are maintained.
- Balances and keeps track of cylinders with Praxair.
- Fills propane, and sends damaged and expired tanks for repair to ensure all tanks on the premise are in good working order.
- Ships and loads welding supplies and gases to customers and branches effectively and efficiently.
- Estimates how much inventory is available to fill an order.
- Prioritizes orders that take precedence if product availability is an issue.
- Ensures that sale orders are picked, packed and prepared according to standard operating procedures.
- Verifies backorders and notifies warehouse supervisor of backorders and special orders.
- Calculates the cost of shipping by various carriers to decide on the best value, including price and delivery time.
- Interacts with transport drivers regarding loading and unloading of goods.
- Tracks lost or late shipments and expedites the receipt of the shipment.
- Fills out domestic and international waybills and custom paperwork accurately.
- Gauges and checks returned cylinders for credits.
- Verifies and records prices of prepaid invoices from couriers and transport companies.
- Ensures the Brandon and Thompson branch orders are accurately invoiced, filled and ready to be loaded for Gardewine or the Brandon Driver every Thursday.
- Ensures dock is clean and cylinders are securely stocked.
- Files shipping documents monthly.
- Orders gases for Medigas from Praxair.
- Provides support to other areas, including receiving and driving.

Team and individual behavioural expectations:

- Participates actively.
- Manages time effectively, meets personal goals, and works effectively with staff.
- Stays informed about products and services.
- Follows company policies and procedures.
- Presents a professional image at all times to customers.
- Takes the initiative to develop skills by reading and learning.

Welders Supplies, Medigas and Adhere Job Description Form

- Provides suggestions, ideas, and recommendations to increase efficiencies, cut costs and grow sales.
- Takes the initiative to help other team members.
- Asks questions and consistently challenges self to grow and succeed.

TOOLS/EQUIPMENT USED

- Delivery vehicle
- Forklift
- Pallet jack
- Standard office equipment

COMPETENCIES

- Action oriented
- Approachable
- Effective oral and written communication
- Organized
- Team player

SIGNATURES

I have read and understood this description of the duties assigned to my position.	
EMPLOYEE SIGNATURE (If Applicable)	DATE

I certify that this is an accurate description of the responsibilities required for the position and that it forms the basis for the performance appraisal of the incumbent. The incumbent has received a copy of this position description.	
SUPERVISOR SIGNATURE	DATE