



Position Title: Shipper/Receiver/Hanger Attendant
Position reports to: Controller
Employment: Seasonal, Full Time, March – November
Salary: \$16.00/hour

Summary of Position: Oversees and keeps records of all shipping and receiving. More specifically, they are responsible for organizing, sorting, transferring and securing goods from one location to another. They monitor company packages from the start to finish, ensuring proper packing techniques and shipping practices. This position is seasonal full time from Mid-April to Mid-November,

Responsibilities:

- Obtain and process product orders, including receiving deliveries, registering them and distributing packages and letters within the company
- Maintain the hanger and all storage areas with the exception of Laundry and Housekeeping through organizing, cleaning and cataloging items on a regular basis
- Schedule large shipments and plan logistics to ensure that there is sufficient storage space for incoming items and staff on hand to manage the shipments
- Keep files of goods shipped and received by preparing regular shipping and receiving reports for managers
- Ensure adherence to environmental and Health & Safety management and systems
- Troubleshoot shipping issues and customer complaints that arise and work to solve them
- Place merchandise in a warehouse or storage facility by packaging, lifting items as necessary, operating forklifts and pallet jacks for large goods
- Required to be part of the Fox Harb'r Resort Health & Safety Committee
- Other duties as assigned

Submit your resume and cover letter to Ann Jeffreys, hr@foxharbr.com