



## Receiver (2<sup>nd</sup> Shift)

### **The Company:**

Richards-Wilcox Canada is the proven leader in the residential and industrial sectional garage door industry. Our commitment is to be the highest quality, most competitive door system manufacturer in the world. We use the latest technology in our manufacturing processes, combined with design ingenuity, resulting in a superior product. With over 100 years of experience, we are a growing organization with a family-oriented, open and collaborative culture and a global perspective.

### **Key Responsibilities:**

- Demonstrated familiarity with the product used when checking packages to product orders to verify orders coming off the truck. Compare purchase orders with packing slips.
- Bring discrepancies between the purchase orders and packing slips to the attention of Buyers in the purchasing department
- Enter packing slip information into JDE correctly with high attention to detail (e.g. units of measure, verification of information on the packing slip matches the purchase order.
- Follow up with suppliers re: incomplete/incorrect orders
- Assess the product received to ensure it meets RW quality standards
- Receive inter-plant transfer information into JDE
- Perform any other duties as required

### **Additional Tasks:**

- Works with material handlers to ensure received product is located appropriately within the Plant
- Ensure that proper bin locations are being received and stored
- Verify customer returns
- Match goods to R/A (return authorization) and communicate to sales

### **Personal Skills:**

- Strong communication and interpersonal skills
- Proven multitasking and organizing abilities
- Detail oriented
- Strong sense of priority along with the ability to work independently and as a team.
- Ability to work under pressure. Strong math skills.

### **Professional Qualifications & Skills:**

- Previous experience working in receiving is required
- JDE experience, an asset
- Strong communication and interpersonal skills
- CPA designation or working towards one

**Accessibility:**

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Richards-Wilcox Canada will provide accommodations throughout the recruitment and/or selection process to applicants with disabilities.

If selected to participate in the recruitment and/or selection process, please inform Richards-Wilcox Canada's Human Resources Manager of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.