



GFR Pharma is a full service private label manufacturer specializing in natural health supplements and sport nutrition products. We are located in Maple Ridge, B.C. and are actively seeking an experienced **Shipper/Receiver** to provide assistance to both areas of our Warehouse.

Duties:

- Prepare documentation and maintain records as required for each area
- Schedule inbound or outbound shipments
- Determine method of shipment, and ensures freight forwarders are selected based on company objectives for cost and delivery
- Prepare boxes and affixes shipping labels or stencils identifying shipping information as required
- Examine outgoing shipments to ensure shipments meet specifications.
- Maintain inventory of shipping materials and supplies and requests additional supplies from purchasing when required
- Examine shipments for accuracy and damage, noting any damage on waybills
- Pack seal and label materials accurately and efficiently
- Adhere to shipping and receiving procedures
- Receive incoming goods and enter data into ERP receiving system
- Perform random weight checks of raw materials prior to receiving

Requirements:

- High school diploma
- Minimum two (2) years related experience
- Detail oriented and organized
- Solid understanding of inventory controls and principles
- Strong written and verbal communications skills
- Strong math skills
- Strong interpersonal skills, with the ability to establish good working relationships with others
- Ability to operate lift truck and hand truck
- Ability to perform basic math
- Good reasoning skills, with the ability to assess a situation and find the logical answer
- Ability to operate computers (ERP, SAP, Word, Excel)
- Ability to lift heavy items

If you meet these requirements and are interested in pursuing a career with GFR Pharma, please submit a resume and cover letter, including salary expectations, to jobs@gfrpharma.com, or fax to 604-648-8251. We thank all applicants, however only short listed candidates will be contacted.