



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## HEAD RECEIVER

<b>Job ID</b>	<b>55189-5514</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=55189-5514">https://careers.indigenous.link/viewjob?jobname=55189-5514</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2023-05-19	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

#### Job Summary:

The Head Receiver is responsible for overseeing the shipping and receiving of goods for all Campus Store locations while ensuring that incoming goods and paperwork are processed in a timely and accurate manner according to established procedures. Prepares outgoing shipments for customers and return shipments to vendors. Responsible for the procurement and maintenance of equipment used in the shipping and receiving area.

#### Purpose and Key Functions:

- \* Organize the logistics for the movement of outgoing and incoming goods to the appropriate store locations.
- \* Negotiate prices and place orders for new shipping and receiving equipment, and store supplies as required, ensuring an adequate inventory at all times.
- \* Negotiate freight charges with vendors to ensure the most cost efficient shipping rates.
- \* Investigate and resolve ongoing service issues related to shipping companies and vendors by initiating communication with internal and external parties as needed.
- \* Write, maintain and update policy and procedure manuals.
- \* Load and unload merchandise from trucks.
- \* Verify count, sort, and price incoming merchandise.
- \* Identify and resolve issues as goods arrive, escalating issues as necessary to appropriate personnel.
- \* Read packing lists containing item details to ensure the accurate receiving of goods.
- \* Scan text in other language for specific words or information.
- \* Distribute merchandise to appropriate store locations.
- \* Review the account distribution sheet, identify, discrepancies, resolve issues when possible, and escalate issues when necessary.
- \* Ensure appropriate documentation is attached to special order goods.
- \* Gather pertinent receiving documentation for payment of invoices by the accounts office.
- \* Update and maintain accurate information in the inventory management system as required.
- \* Liaise with buyers, courier personnel, and other departments for verifications, instructions, and other information as required.
- \* Resolve incidents of short shipments by contacting suppliers and delivery services as required

- \* Pack outgoing shipments securely, as per shipping specifications, for deliveries to customers and return shipments to vendors.
  - \* Complete appropriate documentation for all outbound shipments including customs declaration.
  - \* Provide shipping costs to customers as required.
  - \* Move, arrange, and assemble various furniture and equipment within the department as required.
  - \* Ensure the proper opening and closing of the store on a rotational basis following established departmental policies and procedures.
  - \* Operate the cash register as needed.
  - \* Perform customer service tasks including but not limited to product returns, defective product exchanges, rainchecks, bookclubs and buybacks.
- Supervision:  
Provide lead hand supervision and is responsible for the quality and quantity of work of others.

**Assets:**

Must be able to spend most of the day on your feet and lift up to 40lbs

Trained in the use of pump trucks including electric pump trucks

Understanding of retail inventory and the flow of goods to storage and the sales floor

For more information, visit McMaster University for HEAD RECEIVER