



250 North Street  
Bridgewater, NS  
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*Established in 1975,  
Rhyno's is a second  
generation family-  
owned business.*

We are continuously looking for team-oriented individuals to deliver the high-caliber customer service experience that our customers expect.

Our goal is to drive service success that improves customer satisfaction, maximizes customer retention, while consistently following Rhyno's core values, safety, and quality standards.

#### **SCHEDULE**

- Monday-Friday  
7:30 am-4:30pm

#### **WHY WORK WITH US?**

- Collaborative work environment
- Competitive pay based on experience
- Comprehensive health & dental group benefits plan
- Clothing allowance
- Group RRSP

Please send your resume to  
[joinourteam@rhynosltd.com](mailto:joinourteam@rhynosltd.com)

## **JOB OPPORTUNITY**

# **Shipper/Receiver**

**Full-time permanent position available**

As the Shipper/Receiver, you will be responsible for overseeing the material transactions for various company business units. This includes tracking, storage, and inputting of materials into the inventory system.

You will also assist with organizing and maintaining material storage methods throughout the property to ensure materials are promptly returned to storage areas for future use and to minimize waste.

#### **RESPONSIBILITIES**

- Reporting directly to the Purchasing Manager, the Shipper/Receiver will be responsible for physically receiving materials from transport companies, reconciling orders, and entering orders into the inventory management system
- Assist driver unloading supplier trucks
- Unpack boxes and confirm items received against packing slips
- Notify suppliers if product is damaged upon receipt
- Create warehouse-to-truck transfers within inventory management system
- Data-entry, purchase order receipts, supplier invoice reconciliation
- Communicating potential inventory/supply chain issues to the Purchasing Manager, attempting to avoid material and equipment shortages
- Process returns to go back to local suppliers
- Looking for effective ways to improve day-to-day operational objectives and efficiencies
- Assist with the coordination of planned material transactions within other departments
- Warehouse organization, making sure the materials are stored correctly and in an orderly manner; keep receiving bay clean
- Other related duties as assigned

#### **SKILLS & QUALIFICATIONS**

- Thorough HVAC and/or plumbing product knowledge
- Construction material knowledge would be a plus; 1-3 years' experience working within a construction company would be an asset
- Prior receiving experience
- Hands-on commitment to getting the job done efficiently
- Excellent communication and interpersonal skills
- Able to demonstrate organizational, time-management and decision-making skills
- Strong organizational skills to effectively prioritize tasks
- Highly effective analytical skills and associated techniques
- Managing a fluctuating workload and set priorities to meet deadlines
- Competent using computers (proficient in MS Office), phones, inventory gun, and forklift (training will be provided)
- A valid drivers license, with a clean driving record