



D & V Electronics is a Manufacturer and Supplier of state-of-the-art test solutions for the Automotive and Aerospace Electric Vehicle Markets. Our Woodbridge, Ontario facility is currently looking for a Shipper & Receiver to be responsible for the efficient execution: stockkeeping, material handling, Kan-ban support, supermarket control and cycle counts and responsible for shipping & receiving, and preparation of required export and import documentation. If your qualifications and experience meet our needs, we invite you to apply for the following position:

Title: Shipping & Receiving, Ref 24/14

Purpose:

- Responsible for the efficient execution: stockkeeping, material handling, Kan-ban support, supermarket control and cycle counts; responsible for shipping, receiving,
- Responsible for the preparation of required export and import documentation.

Role:

- To efficiently execute, receive and issue products.
- Records, receipt of incoming materials and equipment, matching packing slip, PO and inventory receiver.
- Unpacks and examines incoming shipments, reject damaged items, records and reports of shortages and discrepancies, and corresponds with purchasing to rectify damages and shortages.
- Prepare products or materials for shipment
- maintain shipping and receiving best practices, inventory control methodologies and safe material handling procedures to include materials handling, stock supermarket control and plant Kan-ban support.
- MAX / MRP System to be able to efficiently execute all required activities related to inventory control, shipping and receiving.
- Provide monthly KPI reports on shipping, receiving and inventory, using excel and word
- Efficiently execute assigned tasks pertaining to stockroom maintenance, posting of inventory transactions, requisition processing, picking inventory against Bills of Materials for the shop floor, maintaining the stock location system, receiving and stocking shelves with inventory and complying with procedures related to shortages, non-conformances,
- provide reporting as required on stock movements, perform cycle counts and participate in annual physical inventory count.

Other-

- Prepare and expedite all shipping and receiving, and appropriate documentation, following relevant domestic, trade and trade laws including MUSCA and international regulations – commercial invoices, CERS, Bill of Lading with HS code, Book/schedule overseas carrier and trucks
- Follow the multimodal transportation industry including domestic, cross-border and international air, land and sea carriers, responsible for the selection of qualified, reliable and best value, lowest cost vendors, insurance regulations and the efficient use of shipping / invoicing electronic hardware and software applications such as UPS and Fed Ex, maintain carrier rate schedules, agreements, and participate in carrier rate negotiations.
- Initiate and follow-up on all MDR's, NCR's and SDS sheets.
- Be compliant and follow all company policies and procedures, including occupational health and safety regulations
- Maintain good housekeeping and follow the 5S methodology
- Book customer deliveries, customer window times and transportation for JBT-1 customers as required

Education and Experience:

- Grade 12 education, post-secondary education in related field preferred
- Min. 5-10 years' experience in a similar role, in the manufacturing industry
- Good interpersonal and communication skills
- Working knowledge of domestic, USMCA and International regulations
- Good problem solving and analytical skills required
- Proficient in MS office,
- Experience in computerized purchasing and inventory control system
- Enrolling in the SCMA is an asset
- Valid Raymond Reach forklift operator license

D & V Electronics value their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: [careers@dvelectronics.com](mailto:careers@dvelectronics.com)

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.