



**SIMSON  
MAXWELL**

## Title: SHIPPER / RECEIVER Job Description & Responsibilities

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Simson Maxwell was established in 1941 and is a leading name in the distribution of industrial engines, and the manufacture, sales and service of standby and prime power generator set systems. Simson Maxwell is internationally recognized in the power generation industry for its expertise in the custom design, engineering, sales and service of quality power generation sets and electrical control equipment under the Simmax brand name. See [www.simson-maxwell.com](http://www.simson-maxwell.com) for additional information.

### POSITION OVERVIEW:

To provide shipping, receiving, logistics, inventory and warehouse support for the branch. Responsible for branch out bound and in bound shipments, arranging and loading transport and applicable documentation. Responsible for stocking, staging, picking and compiling requirements for packaging, tools, equipment and supplies for logistics functions. Warehouse, inventory maintenance and cleanliness, ordering of designated supplies and materials. Inventory cycle counts and other tasks as assigned.

### TERMS:

- Full-Time, Salaried.
- Monday - Friday
- Vacation entitlement: In accordance with Simson Maxwell's "Human Resources Policies & Procedures" (Vacation time cannot be taken during probationary period).
- Upon successful completion of (3) three month probation period, group benefits are offered. (Non-eligible for group benefits during probationary period).

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### RELATIONSHIPS:

The Shipper/Receiver of Simson-Maxwell will develop, foster and maintain good business and/or working relationships with the following:

- General Managers, Service Managers, Parts Managers
- Purchasers, Material Assistant, Production, Administration.
- Other Simson-Maxwell Staff.
- Suppliers and sub-contractors.

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Alberta. British Columbia

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<b>SUPERVISOR:</b>	Parts Manager
<b>INTERNAL CUSTOMER(S):</b>	Parts, Sales and Service Personnel, General Managers
<b>EXTERNAL CUSTOMER(S):</b>	Simson Maxwell customers, General public, other Simson-Maxwell Branches
<b>EXTERNAL SUPPLIER(S):</b>	Suppliers, Sub-contractors

### **PRIMARY RESPONSIBILITIES:**

#### **SHIPPING**

- Arranging transport to meet delivery dates. Packaging, loading and documentation of all outbound shipments.
- Identify and secure transportation as required for all out bound shipments.
- Package outbound items, including warranty returns and other branch business for safe and secure shipment and arrival at destination.
- Complete all required documentation for shipments and maintain shipping/receiving logs and other computerized systems.
- Secure transportation lines, courier routes and negotiate freight rates in conjunction with the Parts Manager
- Obtain freight rates as required.
- Maintain warehouse and inventory of parts and supplies for manufacturing, parts sales and service as required.
- Ship inter-company stock transfers.
- Effective & efficient picking of parts for service, sales and customer orders.
- Coordinate and arrange carriers for delivery of shipments to designated destinations as required.

#### **RECEIVING**

- Receive inbound goods and warehouse engines, alternators, generators, large control panels, shipments and other materials.
- Create bin locations review and adjust warehouse layout with Parts staff.
- Maintain a safe and tidy work environment.
- Shelve incoming goods as necessary.



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- Safe operation of forklift and other equipment and machinery.
- Improve and maintain ease of identifying and locating warehouse items, including affixing part numbers, serial number and other data to inventory items.
- Inspection of shipments to ensure there is no visible damage and documenting damage for insurance or freight claims when required.
- Receive and document incoming service repairs in coordination with the Service Coordinator.

### **ADMINISTRATION:**

- Assist to maximize accuracy of inventory and warehouse systems.
- Logging of all shipped and received goods and materials manually and in computer files.
- Costing of all pertinent shipments inbound and outbound. Assist with costing of transportation for orders, quotations and freight invoicing.
- Maximize the reliability of shipping, receiving, warehouse, inventory and purchasing information.
- Maximize accuracy of carrier and transport companies. Supplier and product information in soft or hardcopy media for easy access to Parts, Service and Sales Departments.
- Transport and brokerage costing for production and sales work orders.

### **INVENTORY**

- Physical organization of raw materials, purchased parts, sub-assemblies, work-in-progress, and finished goods (stock items).
- Maintain in conjunction with the Parts team an effective inventory control system.
- Minimize 'Computer vs. Actual' inventory variation (dollars).
- Identify inventory discrepancies and required adjustments.
- Perform inventory counts.
- Identify shortages and purchasing requirements for supplies and sundry commodities.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or



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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Forklift certification.
- Valid driver's license with no restrictions. (Minimum Alberta Class 5).
- Strong work ethic and desire to succeed.
- Ability to read and interpret documents such as training or procedure manuals and employee handbooks.
- Prior experience arranging transport, packaging and loading of large units up to 15,000 lbs.
- Knowledge of logistics best practices and shipping for large engineer-to-order and custom manufactured products.
- Ability to efficiently organize and manage multiple priorities.
- Prior demonstrated high level organizational skills.
- Excellent customer service skills (friendly, courteous and helpful).
- Must possess computer proficiency and keyboarding skills including familiarity with the computer programs of Word and Excel.
- Must have strong commitment to company values and the ability to work in a team and sales driven environment.

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### ACKNOWLEDGEMENT:

I have read, understood, and accept the responsibilities and accountabilities related to this job description.

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Employee's Signature

Employee's Printed Name

Date Signed

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Manager's Signature

Manager's Printed Name

Date Signed