##### **SHIPPER-RECEIVER - Kingston**

## NAPA AUTO PARTS

Universal Supply Group is currently looking for a talented professional to take on an exciting and challenging role of **SHIPPER-RECEIVER** at our NAPA Auto Parts branch in **Kingston**. If you are an enthusiastic and customer-service oriented individual, we offer a competitive compensation package complete with benefits and abundant opportunity for advancement. With 21 locations and growing, you would be joining one of the leading automotive parts suppliers in Eastern Ontario.

Duties & Responsibilities:

* Fulfilling orders including the accurate and timely picking of merchandise for delivery
* Verifying parts orders to ensure they are correct before shipment
* Verifying shipments received against shipping documents
* Prepare customer orders and process product returns
* Assist in the loading and unloading of deliveries
* Maintain the integrity of the inventory computer
* Control and process a large volume of cores
* Assist Store Manager in daily operations including maintaining inventory, stock levels and assisting with store displays

Preferred Education & Qualifications:

* High School Diploma
* Valid Driver’s License
* 2 years of applicable experience in a similar role
* Automotive aftermarket and parts background and/or knowledge
* Exceptional customer service and communication skills
* Ability to use various computer programs
* Strong organizational and multi-tasking skills with the ability to work in a fast-paced environment
* Experience providing counter sales assistance to customers would be considered a strong asset

To apply, submit your resume to hr@universalgrp.ca. Please clearly indicate the position and location for which you are applying. The Universal Supply Group thanks all applicants; however, only selected candidates will be contacted.