

## **PhiBer Manufacturing**

### **JOB DESCRIPTION**

January 29, 2026

**POSITION TITLE:** Shipping and Receiving

#### **SUMMARY OF THIS POSITION**

The incumbent will work under the supervision of the Supply Chain Manger to ensure that all parcels – raw materials, whole goods – are safely received at the main PhiBer location.

The hours for this position are Monday – Friday, 8:00 AM – 4:30 PM (40 hours/week)

#### **LOCATION:**

The job will be carried out on site at PhiBer Manufacturing, 108 New Hope Drive, Crystal City, MB R0K 0N0.

#### **OUTLINE OF DUTIES**

- Receive parcels for the company
  - Ensure that purchase orders match parcels received.
  - Parcels may include raw materials, parts and shop supplies.
  - Correspond with supervisors to match POs with parcels.
- Stock dispatch
  - Put away stock in appropriate locations.
  - Communicating with the necessary departments to ensure parcels are properly dispatched.
- Preparation of documents for importation
- Arrange trips for the transportation of parcels
- Work closely with the shipping department

Perform other related duties as requested.

#### **SKILLS AND KNOWLEDGE**

##### **Basic Knowledge**

The position requires the incumbent to have knowledge of, and intermediate experience with, the Microsoft Office package. Experience working with computer-based applications such as EPICOR is an asset. The ability to communicate well both orally and in writing is required.

##### **Comprehension and Judgment**

The work requires the ability to solve problems and to make independent decisions on a daily basis. Errors in decision making may cause loss and inconvenience to customers as well as the flow of production.

**CONTACTS**

The position requires frequent interaction with other employees. Sound judgment, politeness, respect, and courtesy must be exercised at all times.

**PHYSICAL**

Work requires routine interaction with staff in sales, production, assembly, and administration. It also involves sitting at a desk. Sometimes physical effort is required in carrying out parts related duties such as walking and occasionally lifting as the product is prepared for shipping and receiving.

**TRAVEL**

This position may require occasional trips to Sarles, ND to send and retrieve PhiBer parcels. This would not be a primary task. A valid passport/travel document and license is required.

**BENEFITS**

This position would have access to

- Health – Comprehensive, includes vision care
- Dental – Basic coverage
- Retirement – Matching DPSP or TFSA, 2-year vesting period
- PPE benefits - \$300/year for full-time employees
- 2 (two) weeks of paid vacation per year