

# **KENT FARM SUPPLIES SHIPPING & RECEIVING JOB POSTING**

We are hiring a Shipping and Receiving Clerk.

The position description is as follows;

Prepare parts to be shipped out to customers and complete returns. Receive parts coming into our building, unload trucks, verify orders, and receipt into our software system. Contact clients as orders arrive. Sort and stock parts on the shelves. Time will also be spent assisting on the parts counter, assisting clients on the store floor, and invoicing them out.

Willingness to complete your propane licence would be beneficial.

This position requires great organizational skills, the ability to multitask, working under pressure with time restraints and computer efficiency. It involves both working as a team and independently. Heavy lifting is regularly involved in our fast-paced environment.

**FULL TIME POSITION, INCLUDING SATURDAYS.**

Benefits available.

Apply by submitting your full resume to [sharon@kentfarm.com](mailto:sharon@kentfarm.com) please include your contact information including phone number and email.