

April 13, 2017

Company: Weagant Farm Supplies Ltd

Contact: Stacey Weagant

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Position Details:

Start Date: Immediate

Job Title: **Parts Shipping and Receiving**

Wage / hour: \$ 13

Geographical Location: west of Winchester

Full time hours – 88 hours every two weeks

Work schedule: Mon-Thurs 8-5, ½ hour lunch; Friday 8-5, 1 hour lunch;
every second Saturday morning 8-12 noon

Environmental Conditions: Working inside, some limited outside work, can be dusty or dirty, air-conditioned in summer

Education: High school minimum

Language: English, French an asset

Driver's License: Yes

Clean driver's abstract: Yes

Specific work attire: Work shirts provided, Must wear own steel toe boots

Duties include: Unpacking deliveries, Shipping parts, Contacting customers by phone and/or email, Sorting parts to appropriate end users, Stocking parts accurately, Placing orders, Driving a forklift (will train).

Required abilities: Must be able to walk, stand for long periods, work at a desk, use a computer, lift from floor to shoulder height, lift 40-60 lbs on occasion, climb ladders and stairs, provide own transportation to work, bend, twist, work in a range from waist to above shoulder height, repetitive motions (such as typing or counting parts), operate motorized equipment, phone and email communication skills, customer service, work independently and in a team.

Reporting to: Parts manager