



RGO

SHIPPER/RECEIVER

OPERATIONS

Position Type: Full-time, Permanent

Location: Edmonton, AB

ABOUT RGO

Creating places that help people work, learn, heal, age, play, be inspired, and accomplish more.

RGO is a private, family-owned business with locations in Calgary, Canmore, and Edmonton. We were founded in 1966 Calgary with roots selling typewriters! Now, RGO is proud to be 5 decades strong and growing. We have since grown to be the largest dealership of our kind in Western Canada, offering total interior solutions with the widest selection of Furniture, Window Coverings, Flooring, Technologies, Architectural Solutions, Moves, and Storage Management.

We believe space matters and we want our clients to efficiently operate a modern space, whether it's a 40-storey tower, a public institution, education, healthcare, or a dazzling corporate showpiece. As an Albertan company with a reputation for hands on service and dedication to quality, we are looking for an individual who aligns with our core values to create great work experiences for our clients, our partners, and our people.

THE OPPORTUNITY

Get to be a part of the RGO team that has been recognized as a Best Workplaces in Alberta at one of Canada's Best Managed Companies by joining us as a **Shipper/Receiver**. The Shipper/Receiver receives and stores commercial furniture products from vendors. As scheduled, they pull and load products for delivery to customers.

WHAT YOU WILL DO

- Manually receive incoming shipments from vendors with an emphasis on confirming quantities and any documenting/reporting any damages or short shipments.
- Tag and segregate product for storage, shipment or delivery.
- Enter all receiving information into ERP system.
- Work with Warehouse Supervisor on receiving exceptions/damages.
- Prepare and Coordinate product for shipment in a manner the product will arrive with no damages; palletize, protect, wrap, strap & secure.
- Ensure warehouse is clean and all aisles are always kept clear.
- Assist with inventory control & yearly inventory counts.
- Assist Project Coordinators and Field Staff, in locating product when necessary.
- Yard and facility maintenance as needed. Maintain landscaping, lawn mowing, snow/ice removal & cleanliness of the exterior of the building.

WHAT YOU WILL BRING

- Minimum High School Diploma
- 1 to 3 years of relatable experience
- Proficient using a computer and experienced with Microsoft Office programs.
- Driver's license and ability to drive is an asset.
- Effective communication skills and the ability to work within a team environment.
- Detail oriented with strong organizational and time management skills.

SHIPPER/RECEIVER

OPERATIONS

- Customer service experience.
- Able to multitask various duties effectively with tact, patience, and professionalism.
- Must be physically fit and able to lift 50lbs

PERKS & BENEFITS

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- Fitness Subsidy
- Free parking

To apply, please submit your resume to Careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

APPLY NOW