



BIG Jobs at Bucars

It doesn't get much bigger than the RV industry.

Job: Shipper/Receiver

Bucars RV Centre, an award winning RV dealership in Balzac, Alberta, just north of Calgary, is looking for an exceptional individual to fill the role of **Shipper/Receiver** and join our world-class Parts Department. Reporting to the Parts Manager, the Shipper/Receiver will work alongside our award winning team of professionals, be results oriented and have a drive for excellent customer service.

Responsibilities:

- Packaging and shipping of parts
- Receiving of all service parts
- Receiving of all warranty parts according to company procedures
- Return warranty parts according to company procedures
- To verify that all billing is invoiced and that is received without overage, shortage, or damage
- To maintain good housekeeping and efficient record system
- Maintain and keep parts warehouse clean and organized
- Assist in restocking parts department (Secondary)
- Assist with the parts store where required (Secondary)

Qualifications:

- High School diploma
- Knowledge of Retail Sales
- Knowledge of proper receiving procedures
- Administrative skills
- Capable of efficient planning and organizing
- Must be able to supervise and get along with others
- Good health and physical mobility and be able to lift heavy objects
- Good communication skills

Behaviour Traits:

- Capable or working independently and with a team
- Good judgment
- Appreciation for detail work
- Aptitude for clerical work
- Pleasant personality
- Appreciation for RVing

Apply in confidence by sending a resume with cover letter to **BIGjobs@BucarsRV.com** or drop your information off at the dealership in Balzac, Alberta.