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| Position: | Warehouse Receiver |
| COMPANY: | Penner Farm Services |
| LOCATION: | Lacombe |
| HOURS: | Full-time |
| SALARY: | \$20.00 - \$25.00/hour |
| REQUIREMENTS: | <ul style="list-style-type: none"> • Minimum of 1-year experience in a warehouse receiving role • Forklift experience and certification is required • Physically able to lift large, heavy equipment repeatedly throughout the day • Great attention to detail and ability to catch errors proactively • Proficient working knowledge of Microsoft Office programs such as Outlook, Word and Excel; experience with bar-coding software an asset • Excellent internal/external customer orientation and good teamwork skills • Excellent attention to detail • Ability to work well under pressure and meet set deadlines |
| DUTIES: | <ul style="list-style-type: none"> • Accounting for goods coming into the warehouse and yard through an acceptable inventory tracking procedure using digital and manual methods (i.e. purchase order, job cost invoice, approved picklist, CK31 scanner, inventory transfer.) • Work with purchasing staff to properly administer paperwork for short, damaged or incorrect shipments received and related work to resolve the issue. • Assisting warehouse with picking customer orders, handling courier freight, receiving product and unloading trucks, seacans, trailers, and loading product onto customer and service vehicles. • Computer usage, completion of warehouse paperwork and following strict inventory control procedures are required in this position. |
| POSTING DATE: | February 26, 2026 |
| CLOSING DATE: | Open until filled |
| HOW TO APPLY: | Submit resume online through Indeed posting or in person at Penner Farm Services |