



ABOUT US

Mac's II Agencies are proponents of change, innovation and technology. We offer a positive, respectful and nurturing work environment in which our employees can grow. We empower and recognize the accomplishments of our people and encourage collaborative thought, while providing an enjoyable atmosphere, accompanied by attractive salaries, incentives and benefit packages.

JOB POSTING

WAREHOUSE, SHIPPING & RECEIVING

The **Warehouse, Shipping & Receiving** position is responsible for supporting the Mac's II Logistics Division by processing inbound and outbound shipments. Fulfilling orders, performing stock counts, moving shipments (with forklift, carts and by hand), and collaborating with the Logistics Team are the key parts of this role. The successful candidate has a good sense of time management, is detail oriented, energetic and a team player.

SKILLS AND RESPONSIBILITIES

- Reporting directly to the Warehouse Supervisor
- Receiving shipments, putting away stock
- Organizing and maintaining stock locations
- Picking/packing orders
- Preparation of waybills
- Moving shipments with forklift, carts and by hand
- Communicating with Sales and Administration as needed
- Capable of moving boxes and materials up to 50 lbs
- Previous warehouse and/or forklift experience considered an asset (not required)

If you would like to be considered for this position please apply to Kyle Embley, Principal at kembley@macsii.com.