



Fine Choice Foods Ltd. specializes in the manufacturing of Asian-themed foods such as: spring rolls; samosas, dumplings and sauces. For over 30 years, we have been supplying food service providers and retailers across Canada and regionally in the US. For more information, please visit our website at: www.finechoicefoods.com

Position: Shipping and Receiving Associate

As a member of the Shipping and Receiving team, the employee plays a vital role in meeting warehouse shipping and receiving goals. The employee will manage all aspects of shipping and receiving and will report to the Team Lead. You will maintain and follow all safety and food safety policies.

Primary Responsibilities:

- Unload merchandise from trucks using safe lifting techniques, forklifts, handcarts, flatbeds and pump jacks with care and attention
- Perform box counts and validate against bills of lading, ensuring discrepancies, shortages or damages are reported immediately
- Capture relevant information in our inventory system (data entry)
- Prepare pallets for loading, shrink wrapping, and stacking pallets
- Assemble containers, pallets, and pack goods to be shipped
- Inspect and verify incoming goods against packing slips
- Manage inventory in various refrigerators and freezers
- On occasion make deliveries operating a 5 ton truck
- Assist with other general labour

Skills and specifications:

- Valid forklift certification: SDCB is required
- Minimum 1 years' experience in a manufacturing or production environment
- Completion of high school or GED
- Ability to lift 40lbs, physically fit, excellent analytical and problem solving skills
- Class 5 is required with a good record on drivers and national Safety Code abstract
- Self-motivated individual who thrives in a fast paced environment
- Good communication and organizational skills
- Co-operative team player
- Fluent in Cantonese or Mandarin an asset

Location: Richmond (Queensboro)

Fine Choice Foods offers a competitive salary and comprehensive benefits program (health & dental, MSP and performance bonus). Interested applicants must apply directly via email to: <mailto:jobs@finechoicefoods.com>. We thank all applicants for their application, but only those selected for interviews will be contacted by email. No phone calls please.

Fine Choice Foods is an equal opportunity employer that embraces diversity in the workplace and encourages applications from qualified women, men, visible minorities, aboriginal peoples, and persons with disabilities. We thank all applicants for their interest, but only those selected for an interview will be contacted.