



**COMPANY: Kwa'lilas Hotel and Pier Side Landing Hotel**

We are seeking an enthusiastic Receiver to join our hospitality team for opening of the Kwa'lilas Hotel located on northern Vancouver Island in scenic Port Hardy, BC. This destination is known for its wildlife, aboriginal cultural experiences and outdoor adventure including hiking, fishing, diving and surfing.

This contract position is a key role for the pre-opening activities of the Kwa'lilas Hotel. The duration of the contract is 2-3 months after which the applicant may apply for other suitable positions.

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**Position Summary:**

Receive and record all deliveries and direct to storage, staging area or departments for installation. This role works closely with transport companies, Construction and Management for the scheduling, smooth delivery and receiving of FF&E and small items.

**Duties & Responsibilities:**

Reporting to Senior Management, responsibilities and essential job functions include but are not limited to the following:

- Receives all incoming product verifying incoming deliveries against open purchase orders and receivers.
- Inspects and reports damaged goods to freight companies, vendors and Management. Notes damages on original bill of lading.
- Tracks delayed deliveries and notifies Construction and Management.
- Delivers or routes product to applicable areas or departments.
- Submits all receiving and paperwork to Accounting daily.
- Address and resolve issues associated with deliveries for departments, or escalate to Management when appropriate or unreasonable.
- Performs general warehouse functions while maintaining a clean and sanitary operating environment.
- Assist Management with reconciliation of deliveries and follow-up if necessary.
- Assist in inventory setup and counts.
- Provide additional data entry support as assigned.
- Performs other duties as assigned

**Position Requirements:**

- Minimum of 2 years prior warehouse experience.
- Minimum of a high school diploma is required.
- Experience and working knowledge of the shipping/receiving process.
- Ability to actively solve problems is an asset.
- Maintain physical stamina and proper mental attitude to deal effectively with staff, construction and vendors, while working under pressure and meeting deadlines.
- Must be 19 years of age or older.
- Excellent written and oral communication skills.
- Physical demands: Ability to lift 50 pounds and carry heavy objects.
- Ability to handle interruptions contributing to stressful situations while having an excellent eye for details.
- Experience and/or certification in using general warehouse equipment such as manual and electric pallet jacks.

Please submit your resume with cover letter, in confidence, to: [careers@kwalilas.com](mailto:careers@kwalilas.com)