



BY-LAW 2 ANNEX I APPENDIX 1

SHIPPER - MP KIT SHOP

TERMS OF REFERENCE

1. The CMPA MP Kit shop Shipper is a volunteer who has shown an interest and capability to ship products for the MP Kit shop. The Shipper is responsible to the MP Kit Shop Manager. The Shipper shall:

- Have computer knowledge for MS Word and Excel.
- Have a basic knowledge of retail business.
- Check the MP Kit shop Post Office box for mail and notifications.
- Select from stock and package orders for shipment based on the purchase invoices received from the web page.
- Using the Canada Post Web Page, ensure sufficient postage is affixed to the packages.
- With the use of Canada Post Web page, maintain daily shipping reports and report to NPP as required.
- Maintain the proper amount of stock by monitoring inventory levels and advising the Purchasing Agent of upcoming shortages.
- Respond promptly to all e-mail's, letter's and social media questions and/or concerns related to the shipping of MP Kit shop stock.
- Ensure that all suppliers invoices are correct and forwarded to the Kit Shop Manager.
- Advise the Kit Shop Purchasing Agent of any inventory shortfalls or condition issues when stock arrives.
- In conjunction with the Purchasing Agent, conduct quarterly inventory stocktaking.
- Be prepared to fill in for the Kit shop manager during his absence.
- Perform other duties as directed by the President, Vice-President or Kit Shop Manager.