

## Shipper

### Description

Responsible for receiving , unloading and moving materials into the facility upon arrival, verifying that all required documents are complete and the goods are free from damages, packaging, loading and shipping materials, parts and products, verifying that all required documents are complete and the goods are correctly packaged, identified and free from damages while observing the safety procedures, quality requirements and administrative procedures.

### Responsibilities

- Observe all safe work procedures(SWP) and the use of personnel protection equipment (PPE)
- Observe all quality procedures, document and record requirements
- Keep the equipment and tools safe, secured and in excellent work condition
- Ensure the goods to be shipped are available, with approvals, tags and documents required
- Ensure the method of shipment is determined, and complete the required forms and documents
- Assemble or move in the containers, boxes or materials and ensure they are complete with no damages
- Pack the goods and affix the identifying information and shipping instructions
- Keep materials and parts under control, properly identified, classified or segregated at all times
- Maintain the daily activity board with progress and clear status
- Keep all work areas and public areas (lunch room, change room, washrooms ) clean and well organized
- Ensure that communications are clear, accurate and regularly transmitted to all staff
- Ensure that inquires, questions, requests are responded clearly, quickly and accurately
- Participate and promote participation in projects and improvement ideas

### Qualifications

#### Knowledge/Education:

- Experience or trade courses in manufacturing , production or inventory management; understanding of MSDS sheets; moving and storing materials; excellent mathematics, basic knowledge of international quality standards ( ISO-9000 or AS-9000) and ERP system.

#### Skills:

- Lift items between 40-50 pounds, drive forklift, driving 5 ton truck
- Cycle counting
- Strong organization skills and planning
- Excellent verbal and written communications
- Proficient use of PC and basic software(Microsoft)

#### Abilities:

### Employment Type

Full Time

### Industry

Cormer Group Industries

### Working Hours

Mon-Fri

### Date posted

August 20, 2018

- Ability to Manage workload and time
- Dynamic and energetic; with mindset for goal achievement and team work; respectful attitude and able to work independently or in a team environment

**Others:**

- Must have a clear drivers abstract and a valid class 5 license; physically capable to perform all task including some heavy lifting

**Key Relationships**

**Internal:**

- Production operators, team leaders, managers
- Personnel from other departments, managers and executives

**External:**

- Suppliers and service providers personnel

**Contacts**

To apply, please send your resume and cover letter to: **Human Resources**

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