



Shipper

Moncton, New Brunswick

Do you want to work for a dynamic and rapidly growing company that is an industry leader in our field? Greystone Energy Systems Inc. is dedicated to developing high quality and innovative solutions for its customers with unsurpassed customer service.

The Opportunity

We are growing and looking for a motivated and experienced **Shipper** to join our Operations team; working in high volume customer order fulfillment warehouse located in Moncton, New Brunswick.

Objective & Purpose

- The Shipper is responsible for packaging, coordinating and loading outbound shipments, preparing commercial documentation, shipment tracking and obtaining delivery confirmations. As part of their daily activities the Shipper will maintain a safe and clean working environment capable of supporting normal operations.
- This position requires a detail oriented and accuracy driven individual capable of quickly prioritizing several daily activities. This individual can operate in a computerized inventory controlled environment and is physically capable of performing the job functions of lifting and moving inventory.

Principle Duties & Responsibilities

- Pick and package shipments for delivery as per established procedures; utilizing standard packaging materials, tools and equipment.
- Complete and ensure all required documentation accompanies each shipment (picking list, packing slip, commercial documentation, etc.).
- Load shipments on carriers utilizing hand dolly, pallet jack or electric lift.
- Complete inventory movements and transfers in computerized inventory system.
- File all shipping records as per established procedures.
- Store and maintain accurate finished goods and raw materials inventories utilizing standardized bin location system.
- Track shipments and confirm deliveries as required.
- Organize and maintain a clean and safe shipping department by breaking down packaging, disassembling unnecessary crates and removing any garbage and potential safety hazards from the work area.
- Assist Materials Manager with inventory and warehouse initiatives as directed.
- Miscellaneous plant maintenance and clean up as required.
- Additional duties as required.



Management

- This position reports directly to the Materials Manager.

Education, Training & Experience

- Community College diploma in transportation, logistics or equivalent work experience.
- Minimum of 2 years international shipping experience.

Skills and Competency Requirements

- Experience with computerized inventory systems; SYSPRO preferred.
- Experience with computerized shipping system; Fed Ex, UPS, etc.
- Knowledge of commercial documentation and international shipping requirements.
- Strong attention to detail and order picking accuracy.
- Good written and verbal communication skills and the ability to effectively prioritize activities.
- Ability to operate common shipping tools and equipment (computer, pallet jack, electric lift, etc.)
- Self-motivated; capable of working independently with limited direct supervision.

Work With Us

- Recognize the importance of work-family balance by working Monday to Friday from 8:00 am to 4:30 pm (no weekends) in a neat air-conditioned environment.
- Group benefit covers Life, LTD, AD&D, Health, Vision and Dental.
- RRSP eligibility with corporate match from the first day of your employment.
- Paid breaks and summer hours.
- Annual performance-based wage reviews.
- Free parking.
- On the job training and professional development plan.

Preference will be given to applicants that can prove a successful track record.

Please submit your detailed resume outlining your recent experiences, including copies of all diplomas, degrees and/or certificates.

Only those who will be considered for the next step of the application process will be contacted.

Submit your resume to Mattatall.j@greystoneenergy.com