



March 24, 2023

SHIPPER

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.

Why Work With Us?

We recognize the importance of good Work/Life/Family Balance, our hours of operation are Monday to Friday from 8:00am to 4:30pm (no nights, no weekends). You will work in a comfortable, modern, climate-controlled facility. We offer Group Benefits including Life, LTD, AD&D, Health, Vision and Dental, Virtual Doctor Care and EFAP. You are invited to participate in our Group RRSP Program from the first day of employment. We offer Paid Breaks and Summer Hours

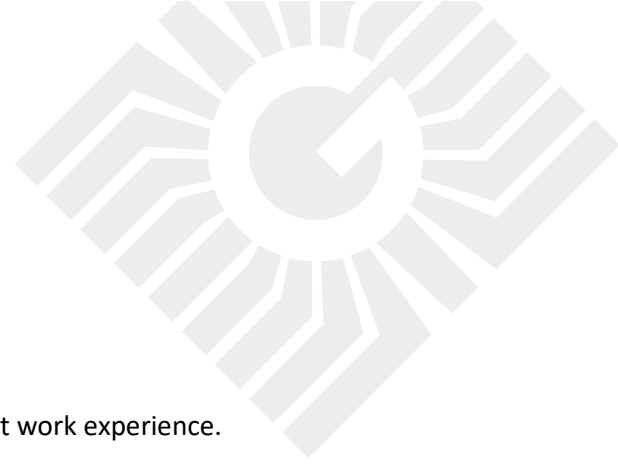
Objective & Purpose

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

Interested applicants should submit their resume to **Jodi Mattatall** @ Mattatall.j@greystoneenergy.com

Please apply by end of day on April 7, 2023