



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.

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.



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.

Resume and Cover Letter should be forwarded to Jodi Mattatall at mattatall.j@greystoneenergy.com