



For more than 45 years, CGL Manufacturing has been a supplier of choice for OEM customers in the Material Handling, Rail, Construction, Forestry, Agriculture, Mining and Defense industries. With operations in both Canada and China, our focus is safety, quality, delivery, cost and the environment. Our mission of good parts on time along with strong customer relationships and company performance will continue our history of growth.

#### **YOU HAVE OPTIONS, WHY PICK CGL:**

- Competitive wages
- Bonus based on attendance, \$2000 a year just for coming to work, with potential of up to another \$1,500 for the year
- A challenging high mix, low volume non-automotive production environment
- Steady, full-time non-seasonal work in a growing company
- Inclusive and open to everyone
- Comprehensive benefits package – dental care, vision care, extended health care
- Fully funded RSP (no matching required), funded LTD program
- Annual scholarships for team member's children enrolled in college, university or trade school

**\*\*\*SIGNING BONUS FOR DIRECT HIRES: \$200 UPON HIRE AND \$300 BONUS UPON SUCCESSFUL COMPLETION OF PROBATION PERIOD\*\*\***

**JOB DESCRIPTION:** Shipper/Receiver

**REPORTING TO:** Sr. Shipping Supervisor

**POSITION SUMMARY:** Reporting to the Sr. Shipping Supervisor, the incumbents are responsible to ship and receive goods following the guidelines set out in company procedures and the ISO standard.

#### **PRIMARY RESPONSIBILITIES:**

- Checking shipments received against bills of lading, invoices, purchase orders and/or any other related documents to ensure that any discrepancies or damages are identified, recorded, and brought to the appropriate departments' attention.
- Operate cranes and lift trucks to load/offload materials.
- Sorting incoming parts, supplies and materials, placing them where designated.
- Identifying and placing raw materials where designated.
- Perform general physical activities to load, unload, sort and move shipments by hand or using material handling equipment.
- Maintain records including counts, weights, and delivery requirements.
- Packing, sealing, and weighing finished goods for delivery.
- Checking items to be shipped against pick list to ascertain that part number, quantity, labeling, and carrier selection is correct.
- Preparing shipping documents (Bill of Lading, Airway Bill, customs paperwork, etc.) by recording necessary details pertaining to shipment; consignee, carrier, carton count, etc. to comply with standard operating procedures.
- Examine shipment contents and compare with records, such as manifests, invoices, or orders to verify accuracy of shipment
- Moving goods to be shipped to the loading dock and loading the carrier's vehicle.
- Pack, seal, and label materials to prepare for shipping.

- Properly recording/verifying method of shipment, quantity, carton, weights, carrier, shipping terms and carrier's reference number on proper documents.
- Coordinating with customer service and carriers to ensure the accuracy and timeliness of shipments and billing.
- May determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- May contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials.
- Adhere to shipping and receiving policies/procedures.
- Maintain shipping and receiving area by ensuring a safe and clean work environment by complying with procedures, rules, and regulations.
- Follow established inventory control procedures.
- Assist in annual inventory audits.
- Perform inventory cycle counts
- Ability to stand for 95 %+ of the workday.
- Any other duties as assigned by management

**DESIRED EXPERIENCE/ QUALIFICATIONS:**

- High School Graduate or GED equivalency.
- Valid class G drivers license.
- Knowledge of light crane operation.
- Forklift license.
- Team player.
- 3-5 years of experience in a warehouse environment.
- Ability to comply with operating procedures, work instructions, organizational policies, and guidelines.
- Fluency in spoken and written English, with excellent communication skills.
- Ability to complete task in tight time frames while multi tasking.
- Working knowledge of Microsoft Office (Word, Excel, Outlook). Familiarity with concepts of an ERP system an asset.

**OTHER PREFERRED SKILLS:**

- Incumbent must be safety conscious, as well as dedicated and reliable.
- Self-motivated, adaptable, self-starter who can work well both independently and as part of a team.
- Excellent interpersonal skills and the ability to solicit support as needed.