



Fabrication • Painting • Machining • Welding • Assembly

MANUFACTURING INC.

Our Performance, Your Success

CGL Manufacturing is a leading manufacturer of machined castings and components along with weldments, and complete assemblies of the highest quality serving global OEM customers. 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.

JOB DESCRIPTION: Shipping and Receiving Clerk

REPORTING TO: Shipping Supervisor

POSITION SUMMARY: Support the Shipping and Warehouse Supervisors to ensure scheduling adherence, on-time delivery, and data integrity.

PRIMARY RESPONSIBILITIES:

- Process shipping reports to ensure all open shipped orders are processed and invoiced as well as set up orders for the following day
- Receive work orders and purchase orders into software system (Visual Manufacturing)
- Responsible for accurate data entry in third party transportation supplier systems, scheduling appointments for pickups, preparing Picking Lists for Shipping, and ASN's as required
- Create shipping documentation including the shipping bill of lading, address label and any required international shipping documents
- Scheduling carrier pick ups, such as FedEx, UPS, LTL, FTL
- Cycle counting, inventory adjustments and audits
- Maintain records and custom documents, print orders and complete shipping/receiving reports
- Reports and documents any damages and discrepancies for accounting, reimbursement and record keeping
- Placing purchase orders, arranging shipments, return and PO receipt for all subcontracting items
- Other duties as assigned

DESIRED EXPERIENCE/ QUALIFICATIONS:

- High school diploma or general education degree
- Shipping/receiving experience required.
- Knowledge of Inventory Management experience required
- Experience with MS Office, Excel & ability to perform specific shipping/receiving exercises in relevant software/ ERP systems
- Ability to work well independently and in a team environment
- Able to deal with high volume amount of calls and emails
- Ability to problem solve quickly and prioritize daily tasks according to their importance
- Interpersonal skills are essential, as working as a team is vital to maintaining an organized warehouse
- Personal accountability and integrity are paramount, as a Shipping and Receiving Clerk is tasked with an accurate accounting of all inventory
- Communication & Listening - Encourages open and honest communication with the team, communicates messages clearly and concisely and listens attentively to others.
- Initiative - Proactively seeks new opportunities and challenges; takes ownership and accountability for enhancing results or minimizing problems
- Awareness & Insight - Assesses one's own abilities, understands how actions impact perceptions and thrives within our culture, climate, and organization at all levels
- Relevant customer service experience is a plus as Shipping & Receiving clerk
- Desire to succeed in a culture of teamwork and accountability.

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow policies and procedures put in place for employee safety and in compliance to the OHSA
- Ask supervisor if unsure of task or duty assigned
- Report unsafe conditions and potential hazards to supervisor
- Wear and maintain proper PPE required for the task
- Do not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct
- Do not use or operate any equipment or work in a way that may endanger any worker
Report any hazards or contraventions of the OHSA