

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

**Shipper / Receiver****Job # 2018-05-021**

NOC / NAICS	1521 / 332410	Date	May 11, 2018
Location	York Region (AURORA : Industrial Parkway North)	Wages	Competitive wages
Experience (Yrs.)	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	40 hours per week + occasional overtime at overtime rates
Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Schedule	Mon – Thurs 8:45am – 6:00pm
Benefits Available After Probation Period	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes: full benefits and retirement savings plan		
Workplace / Physical Requirements	Working in a shop environment; physically demanding		

Company

Join a leading manufacturer of coil-tube steam and hot-water boilers and related equipment used in industrial, commercial and institutional applications in North America. They provide best-in-class parts and maintenance services to its installed base, delivered through a robust team of factory-trained technicians.

Job Duties

- Responsible for shipping and receiving all items, except job related equipment
- Responsible for timely receipt of all materials, notifying Junior Inventory Controller of arrival of job-related materials
- **Receive shipments** – Purolator, UPS, Roadhawk, Apex, Metal, Pipe
 - Process packing slips to match PO's
 - Label all parts with part #
 - Label appropriate parts for jobs
 - Notify personnel when parts they ordered arrived (i.e. Colin/Paul)
- **Forklift**
 - Responsible to Unload/load trucks
 - Move material on shop floor
 - Maintain clean/clear area in front of stores to doorway
- **Shipping parts**
 - Parts Orders (Purolator, UPS)
 - US Customs for orders
 - Skid and crate orders
 - Ottawa parts orders
 - Thermo Corp parts order
 - Parts to service technicians
 - Responsible for coil changes
 - Arrange shipment with Roadhawk/Apex
- **Stores organization, maintenance and cleanliness**

- Sweeping, Empty garbage's
- Refilling parts overflow
- Perform stock counts when necessary
- **Assist with picking parts**
- **Assist with attending to the stores window for shop operator request**
- **Other duties as assigned**

Requirements

- **Valid driver's license**
- **Minimum of 1-3 years of previous work experience in a manufacturing environment**
- Experience in shipping & receiving
- Strong communication and interpersonal skills – desire to be a team player
- College diploma in a related field
- Previous experience in crane and forklift operation, WHMIS Training, Confined Space and Fall Arrest training

How to apply

To apply please submit resume to HRQR@rncces.ca for pre-screening and consideration. Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.