

**RNC****Employment Service**

905-727-3777

*Aurora*

222 Wellington Street East, Main Floor

**Shipper****Job # 2018-11-027**

<b>NOC / NAICS</b>	1521 / 423430	<b>Date</b>	November 22, 2018
<b>Location</b>	York Region <b>Richmond Hill:</b> 404 / Mjr. Mackenzie	<b>Wages</b>	Competitive based on experience
<b>Experience (Yrs.)</b>	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	<b>Hours/Week</b>	40+ hours / week
<b>Employment Type</b>	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	<b>Schedule Availability</b>	Variable
<b>Benefits Available After Probation Period</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes: Extended health benefits, ongoing learning, +++ other perks		
<b>Workplace / Physical Requirements</b>	Must be able to lift up to 50 lbs.		

**Company**

Canada's largest privately-owned and operated Information Technology (IT) solution provider with extensive service and support resources is hiring! Their vision is to "simplify the business of technology, together" by focusing on business objectives and outcomes, aligning the most relevant and effective IT solutions to meet those requirements and providing extraordinary ongoing support capabilities.

Every day, over 1500 dedicated employees across Canada focus on providing extraordinary customer service and support experiences to private and public sector organizations. Since 1981, they have developed a strong reputation with market-leading vendors and customers for creating, implementing and supporting creative IT solutions that delight thousands of customers.

**Job Duties**

- Load shipments on to trucks
- Enter delivery information into relevant systems
- Package and verify picked and configured sales orders
- Initiate regular and emergency shipments to all parts of Canada via approved carriers
- Examine and correct any courier related problems
- Perform data entry in computer systems
- Perform Quality Assurance on sales orders before loading and shipping
- Wrap and skid the parts to be shipped

**Requirements**

- Minimum 2 years of experience in Shipping and Receiving
- A minimum of one current MHE License is required
- Forklift operator certification (preferably Walkie) is preferred
- Ability to lift heavy weights (up to 50lbs.) on a frequent basis

- You are willing and able to work flexible hours, overtime and weekends as needed
- Knowledge of JD Edwards System preferred
- Computer skills with Windows experience using Microsoft Word, Excel and Outlook
- Knowledge of product scanning systems
- Excellent verbal and written communication skills
- You are a great teammate with strong multitasking abilities
- Basic math and typing skills
- Ability to work well in a dynamic, fast paced environment

#### **How to apply**

**Compugen will be at RNC Employment Services for a JOB FAIR on Tuesday, December 11<sup>th</sup> from 1:00pm-3:00pm – Register at our front desk to reserve your interview!**

#### **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.*