

**RNC****Employment Service**

905-727-3777

*Aurora*

222 Wellington Street East, Main Floor

**Job Title****Shipper****Job # 1903004****NOC / NAICS**

1521 / 423430

**Date**

March 5, 2019

**Location**

Richmond Hill: 404 / Mjr. Mackenzie

**Wages**

Competitive based on experience

**Experience (Yrs.)**
 0-1    1-3    3-5    5+
**Hours/Week**

35+ hours/week

**Employment Type**
 Perm    Temp    Seasonal  
 FT    PT
**Schedule Availability**

Full-time days

**Benefits Available After Probation Period**
 No    Yes:
**Workplace / Physical Requirements**

Must be able to lift 50 lbs. frequently

**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.

**Position Summary / Candidate Profile**

A warehouse opportunity working for an IT company located in Richmond Hill. This role is responsible for supporting supply chain and warehousing activities and an ideal candidate is physically fit and able to follow ISO procedures.

**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 / Candidate Profile**

- Minimum 2 years of experience in Shipping and Receiving
- A minimum of one current MHE License (i.e. Forklift) 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
- Wear certified safety shoes and any other PPE (Personal Protective Equipment) that may be required

#### **How to apply**

**To apply please submit resume to [HRQR@rncs.ca](mailto:HRQR@rncs.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.*