



Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our fellow citizens and the prosperity of the communities in which we live.

**Position:** Shipper and Receiver

### **GENERAL FUNCTION:**

The Shipper and Receiver will perform and/or supervise general physical activities in order to load, unload, sort and move shipments by hand or using material handling equipment. Manage verification, acceptance, counting, and inputting into ERP system of all incoming goods and their condition.

### **RESPONSIBILITIES:**

- Ship and receive all parts and materials as required,
- Update status of inbound and outbound orders in ERP system,
- Contact carrier representative to obtain quotes, make arrangements, and to issue documentations and instructions for shipping and delivery of materials,
- Coordinate packing and shipping of all goods, including assembling packages, weighing them, and tracking costs,
- Resolve discrepancies between orders and goods, such as delays, condition, weight, quality, etc.
- Maintain inventory of incoming, stored, and outgoing goods, as well as current space available,
- Update compliance policies around weight, quality, and timeliness for shipping and receiving,
- Order shipping supplies as required,
- Perform general housekeeping tasks within the shipping & receiving area,
- Perform general duties, and assist production team as required.

### **Qualifications:**

- Post-Secondary Education degree is preferred,
- 5 years of shipping and receiving experience,
- Extensive knowledge of major couriers – FedEx, Purolator, UPS, etc. including how to operate their respective software packages,
- Working knowledge of ERP/MRP systems, and Microsoft Office (Outlook, Excel, Word, etc.) is a must,
- High attention to detail essential with ability to work independently with minimal supervision in a busy environment,
- High attention to internal and external customer needs,
- Experience with preparing international shipments including customs documents is an asset,



- Must have a valid forklift license,
- Ability to operate Forklift and Pump Trucks safely and efficiently,
- Physically capable of performing the essential duties of the job and lifting up to 50lb
- Good written and oral communication skills,
- High attention to company's health & safety rules,
- Supervisory experience is an asset,
- Ability to multitask and assist production team when required.

We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team.