



## **Technologies Inc.**

*State-of-the-art Technology in Manufacturing*

446 Rowntree Dairy Road, Woodbridge, Ontario L4L 8H2

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### **SHIPPER AND RECEIVER**

#### **Position Purpose**

Your responsibility as a Shipper and Receiver will be to send, accept and record the movement of parts, supplies, materials, equipment and stock to and from an establishment.

#### **Job Description / Responsibilities**

- Ship, receive and record the movement of parts/ materials/ supplies/ equipment to and from stock.
- Arrange shipping and ensure proper paperwork (i.e. bill of lading, forms for Customs, invoices and other shipping documents) has been completed correctly.
- Assemble containers, crates, boxes, pack parts to be shipped and attach labels identifying information and shipping instructions.
- Receive parts/ materials/ supplies and place in appropriate storage areas.
- Operate forklifts, cranes and other equipment to load and unload parts/ materials/ supplies from shelves and trucks.
- Use cutting saw machines to cut materials to appropriate sizes for specific jobs.
- Maintain internal records/ stock amounts through JobBoss software system.
- Please note that the duties and responsibilities outlined are not exhaustive and that you may be expected to perform other reasonable duties and responsibilities should the need arise.
- Report directly to Plant Manager.

#### **Qualifications, Skills & Abilities Required**

- 2 to 3 years work experience as a shipper & receiver
- Counterbalance Forklift Operating Certificate - Forklift experience is must
- High school or equivalent
- Strong listening skills and attention to detail
- Excellent knowledge of Health & Safety and Lockout Procedures
- Organizational skills
- Microsoft office & outlook skills
- Regular moderate lifting (25 – 50 lbs.)
- Ability to work in a fast paced environment

- Ability to follow directions

### **AS9100 / Certification Responsibilities**

LHM's objective is to maintain its process and procedures according to AS9100 standards as well as other specifications and standards. All LHM employees are required to review, understand, and adhere to LHM's Quality Management System. It is imperative that all employees ensure they comprehend their primary and secondary roles in maintaining LHM processes and procedures to ensure the Company's certifications are not disrupted. Employees may be required to participate in root cause and corrective action events to ensure continuous improvement and risk mitigation.

### **What LHM Offers**

- Permanent full time positions
- Dynamic work environment with future opportunities for growth
- Hands on training & development
- Full Benefits Package – Health, Dental, etc.
- Work Perks benefit program - employee discounts
- Performance Bonus payment program

We thank all candidates for their interest in LHM Technologies Inc. However, due to the high volume of applications, only those applicants who meet the minimum requirements for the role will be contacted. Canadian Citizens or Permanent Residents will be given preference.