



#22, 3250-51st Ave. NW  
Edmonton, Ab. T6P 0E1 Canada  
Tel: (780) 490-5144 \* Fax: (780) 490-6244

**Position: Shipping & Receiving**

**Reports to: Production Manager**

### Duties and Responsibilities

#### **Receiving**

- Reviews all incoming orders from customers for discrepancies.
- Receive product into Modman (Computer Software) and forwards to sales for order entry.
- Receive raw material.
- Stamp incoming valves and prepare for production using stamping machine.
- Check Flange ends of valve for damage as well as other discrepancies or damage.

#### **Shipping**

- Prepares orders for shipping including: end protectors, touch up paint, tagging, palletizing, and wrapping.
- Reviews and ensures all paperwork is prepared and included with shipment
- Use Stamping machine to create Modification Tags.
- Coordination of third party freight and will call orders.
- Use of forklift (propane and standing electric) and other warehouse equipment
- Loading and unloading of trucks

#### **Additional Duties**

- Operate some machinery or assist machine operators.
- Provide assistance in all Production Shop Departments as needed to complete orders accurately and timely.
- Help production workers as needed such as supplying or holding materials or tools, or cleaning work areas and equipment.
- Lift raw materials, finished products, and packed items, manually or using hoists.
- Maintains safe, secure and healthy environment by adhering to Company/Customer safety standards and practices

### Knowledge, Skills and Abilities

- Ability to stand, crouch, bend for 8 hour shifts
- Must be able lift up to 40 Lbs. on occasion
- Basic computer skills

- Experience in Material Handling
- Experience operating a forklift
- Problem solving skills
- Ability to work as a team
- Strong attention to detail
- Excellent written and verbal communication
- Significant overtime and weekend work required

#### **Education and Qualifications**

- High school or GED required (or equivalent)
- Forklift Operator Training Course
- Crane experience an asset