



Information

Job Title:	Shipper
Department:	Distribution
Location:	1030 Courtneypark
Shift:	Afternoons Monday - Thursday

Duties and Responsibilities

Nature and Scope:

This position is responsible to load outbound FT and LTL shipments and will report to the Distribution Manager

Specific Accountabilities:

- Load trucks both LTL and TL shipments per requirements set out by shipping co-ordinator.
- Assemble containers and crates, record contents manually or in computer system, pack goods to be shipped and affix identifying information and shipping instructions
- Load and unload goods from trucks or other conveyances
- Maintain internal, manual or computerized record-keeping systems
- Operate forklift, hand truck or other equipment to load, unload, transport and store goods.
- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of outgoing shipments.
- Prepare documents, such as work orders, bills of lading, and shipping orders to route materials.
- Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes.
- Deliver or route materials to departments, using work devices, such as handtruck, conveyor, or sorting bins.
- Pack, seal, label, to prepare materials for shipping, using work devices such as hand carts, fork lift trucks and hand tools
- Confer and correspond with establishment representatives to rectify problems, such as damages, shortages, and nonconformance to specifications.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Compute amounts, such as space available, and shipping.
- Shuttle truck driving
- Freight Pick up at the Toronto airport
- Additional duties as required

Qualifications and Requirements

- Forklift certificate is required
- Driver's licence is required.
- Attention to Detail
- Afternoon shift 12:00 PM to 10:30 PM Monday to Thursday
- Post secondary education in a transportation related field a plus
- Ability to work both independently and as a part of a team
- Outstanding time management/organizational skills
- Ability to lift up to 50lbs on a constant basis
- Computer literate; Proficiency in MS office products
- Proactive team player with the ability to lead
- Ability to work well under pressure
- Safety conscious
- Dependable

Deadline for Application

If you are interested in applying for this opportunity, please submit a resume to Holly Ormsbee via email at hollyo@hofland.com by **March 15th, 2010**