



## SHIPPER/RECEIVER – SHOP HAND

The Shipper Receiver – Shop Hand is a support role for production and assembly. They will assist any trades in the shop with handling of materials, parts, shipping & receiving, and ensure the shop remains clean and organized for ongoing production. Other related tasks could be assigned as required, including miscellaneous duties and/or errands. The ideal candidate will have strong organization skills, a safety oriented mindset, a keen interest in learning on the job, and can be an all-round team player. This is a full-time and permanent position.

Reports to: Production Lead

### RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

#### Shipping/Receiving

- Packaging equipment for shipments as per LWR guidelines, or as instructed by Production Lead.
- Loading / unloading trucks.
- Working with the Production Lead to arrange for the creation of packing slips and generation of all other paperwork (waybills, certificates, etc.) required for shipping.
- Delivering parts as required and/or instructed.
- Organizing, expediting, and tracking parts delivery to the LWR shop in coordination with the production team.
- Monitoring status of equipment on order and reporting any problems to Production Lead.
- Completing received parts paperwork according to LWR's existing guidelines in a timely manner (within one day of parts received in the shop).
- Unloading parts, labeling job numbers and POs.
- Verifying that all incoming parts are correct, as ordered and placed in correct location for use
- Picking up parts as required and/or instructed
- As required, speak to suppliers in a professional and efficient manner.

#### Shop Tasks

- Notifying Production Lead when it is necessary to be away from the shop (i.e. Making a pick-up or another errand).
- Organizing and maintaining the shipping/receiving area, pipe racks, general shop cleanliness, yard, and lunch area in a safe and tidy fashion.
- Assisting welders, electricians, and plumbers when required.
- Organizing areas in shop with parts for active jobs and inventory
- Adhering to the health and safety guidelines of LWR.
- When in shop, wear all prescribed PPE at ALL TIMES.
- Other related duties as assigned.

### REQUIREMENTS

- Valid driver's licence with a clean record
- Forklift experience
- Ability to take direction and follow through on job tasks in a timely manner
- A positive attitude and a can-do approach to solving problems that may arise
- Reliable transportation to get to and from work in the SE industrial park

### NOT NECESSARY, BUT GOOD TO HAVE

- Previous experience working for a small organization





- High School diploma or GED
- Experience driving with a trailer

#### **SCHEDULE AND WORK ENVIRONMENT**

- 40 hours a week, Monday – Friday, Day shift – 8:30am – 5:00pm
- Will be walking, stooping, kneeling and bending.
- Standing for prolonged periods of time
- Can be exposed to dust and loud noise
- Can be exposed to cool and hot temperatures
- Must have own steel-toe boots

#### **TO APPLY**

- Email your resume and cover letter to [Human Resources](#)
- The subject line of the email should include the name of the position you are applying for

Initial communication for selected applicants will be done by email, so please ensure you monitor your junk mail. We appreciate your interest in our company, but only those selected will be contacted. Thank you for considering LWR!

