



Allmar Inc., is the leader in the architectural Door and Door Hardware industry. With over 60 years' experience in the industry and branches in 12 Canadian Cities, Allmar has built a reputation of integrity and superior customer service.

We are seeking a full-time **Shipper/Receiver** to join our **Winnipeg-Overhead Door** Branch. This position will ship, receive, pack, unpack, store and record the movement of parts, supplies, materials, equipment and stock to and from retailers, wholesalers, manufacturing companies and other commercial or private organizations. The ideal candidate will have exceptional organization skills with strong attention to detail and accuracy.

JOB RESPONSIBILITIES

Duties include but are not limited to...

- Determine the least expensive and quickest method of shipments, arrange delivery, prepare bills of lading, invoices and other shipping documents
- Assemble containers and crates, pack goods to be shipped and attached packing slips (identifying information/shipping instructions)
- Direct delivery trucks to shipping doors or designated marshaling areas and help load/unload goods safely
- Inspect and count received goods, check against invoices or other documents, record shortages and reject damage goods.
- Return damaged items and route them correctly
- Unpack and store goods in the appropriate storage areas
- Comply with transportation of dangerous goods legislation
- Keep accurate records of items and trace lost shipments as needed
- Conduct regular safety inspections, maintain safe working conditions, report safety hazards and ensure equipment is in good working order
- Operate forklifts, hand trucks or other materials-handling equipment
- Type address labels or use computers to create shipping labels and perform record keeping functions.
- Call customers or carriers to co-ordinate pick-up and delivery
- Document processing – prepare, complete, sign, document, collect, match and forward bills of lading, pro bills, packing slips, receiving tallies, picking tickets etc. for processing
- Follow all safety policies, including wearing appropriate safety attire at all times
- Other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret order slips
- Strong organizational skills
- Strong attention to detail and accuracy
- Excellent communication skills, both written and oral
- Product knowledge
- Physically demanding, ability to lift heavy objects (up to 100 lbs)
- Proficient computer skill in Comsense/Avaware



EDUCATION AND EXPERIENCE REQUIRED

- Minimum 1-2 years' experience
- Valid driver's license (a current driver's abstract may be required)
- Forklift certificate is required

GENERAL ORGANIZATIONAL REQUIREMENTS

- Always treat customers and co-workers with dignity and respect
- Willing to work overtime as required.
- Willing to perform other jobs as required by organizational demands.
- Must be able to work effectively in a team-based collaborative environment.
- Ability to work under minimal supervision.
- Strong attention to detail.
- Work safely and responsibly to ensure a healthy and safe work environment.
- Presenting and performing to the highest quality standards.
- Must maintain confidentiality of all written and oral communication as applicable.
- Always represent the Company with integrity in an ethical and legal manner.

ALLMAR OFFERS

- A fun team environment with dedication to superior customer service
- Comprehensive flexible benefits package to meet your needs including; Health, Dental, Vision and a matching RRSP program
- Educational Assistance Program to financially assist with career development possibilities

Please feel free to visit us at www.allmar.com

We thank all interested applications, however, only those under consideration will be contacted.