

## **Shipper/Receiver**

Collicutt Energy Services Corp. is seeking a full time Shipper/Receiver for our Red Deer facility to coordinate all logistical requirements to ensure the safe and cost-efficient transport of goods from point of origin to point of destination.

### **Requirements**

- International and domestic shipping experience required, not limited to: BOLs, commercial invoices, HTS and HS codes, free trade documents, vehicle imports and emissions documentation
- Basic knowledge of large engines, related components/parts in relation to arranging shipping and preparing commercial invoices
- Exceptional communication and organization skills
  - Work with key leaders to notify them when items have arrived and to arrange shipping as needed
  - Manage a shared email of relevant shipping information and requests
  - Present at the daily meeting active inbound and outbound shipments and ETAs
- Strong computer skills
  - Working within several shipping provider web portals
  - Utilizing internal tools, to document information, provide updates and lookup information
  - Knowledge of SAP Business One is a strong asset
- Experience in sourcing and procuring shipping options from multiple carriers
- Crane, standard forklift and large heavy-duty forklift experience is an asset
- Able to pass pre-employment fitness, alcohol, and drug test

### **Responsibilities**

- Researching and coordinating all shipping and receiving details, including organization and preparation of all outgoing shipments, and assistance with the strategic placement of incoming parts and materials
- Assistance with the continual -maintenance of the warehouse
- Receiving and put-away of daily and stock orders in a timely matter, including setting up of bin locations and relevant inventory transfers
- Job staging, branch transfers with all related paperwork and computer entry
- Operating the forklift in a safe and efficient manner
- Loading and unloading freight
- Quick response to and resolution of any shipping, receiving or warehouse issues
- Assisting with inventory and cycle counting
- All other duties as assigned, to assist in the efficient running of the warehouse and shop

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, RRSP matching, PPE allotment, referral bonus, course reimbursement, bereavement benefits, and access to world class medical specialists through our unique Best Doctor's program.

If you are interested in this exciting opportunity that offers endless learning opportunities, a safety first philosophy, mutual commitment, fun, and community involvement, then don't wait any longer! Come be part of our FAMILY.

Please submit your resume in confidence, along with your salary expectation, and availability date to [HR@collicutt.com](mailto:HR@collicutt.com).

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~*

*~ It's Fun to Win ~ Finding a Better Way*

