

Shipper/Receiver/Assembler

Collicutt Energy Services Corp, recognized experts in engine rebuilds and servicing and a leader in the natural gas and diesel power generation industry, is currently seeking a Shipper/Receiver/Assembler to join our project team based out of our Red Deer Head Office location. We are looking for an individual who is ready for the opportunity to learn and grow with both the company and with the industry.

We offer: Competitive Wages, Overtime Opportunities, Solid Group Benefits, RRSP Matching, Referral Bonuses, PPE Allowances, Course Reimbursements and Modified Shift Schedules which Promote Work/Life Balance!

Primary Job Functions:

- Conduct thorough research and coordinate all aspects of shipping and receiving, including organizing and preparing outgoing shipments and strategically managing incoming parts and materials.
- Receive and promptly store daily and stock orders, establishing bin locations and facilitating inventory transfers as necessary.
- Support the continuous maintenance of parts and tools inventory through cycle counting, inventorying parts and tools during assembly, and ensuring proper maintenance of tools used in production.
- Demonstrate proficiency in interpreting schematics, performing terminations, and checking electrical connections.
- Execute assembly tasks such as drilling holes, bolting assemblies, threading pipes, and performing paint touch-ups.
- Facilitate job staging, branch transfers, and associated paperwork and computer entry processes.
- Operate forklift equipment safely and efficiently, including loading and unloading freight.
- Provide prompt resolution to shipping, receiving, or warehouse issues as they arise.
- Assess the quality of parts and materials utilized in production processes.
- Adhere to company procedures and directives, ensuring compliance at all times.
- Conduct quality testing on finished products to identify and address any defects.
- Maintain a clean and well-organized workspace, contributing to general shop duties as needed.
- Demonstrate a strong commitment to workplace health and safety standards.
- Establish and maintain positive relationships with customers.
- Proactively identify opportunities and propose solutions to improve processes.
- Fulfill any additional duties assigned to support the efficient operation of the warehouse and shop.

Qualifications and Education Requirements:

- Mechanical inclination with the ability to interpret technical drawings and engineering blueprints.
- Competency in safely operating power tools and machinery.
- Willingness to work collaboratively in a fast-paced team environment, following direction effectively.
- Strong troubleshooting skills with keen attention to detail and organizational prowess.
- High level of initiative and dedication to upholding company Core Purpose and Core Values.
- Basic knowledge of large engines and related components/parts as it pertains to shipping arrangements and commercial invoicing.
- Excellent communication skills, with the ability to liaise with key stakeholders regarding arrivals and shipping arrangements.
- Proficiency in computer operations, including internal tools for documentation, updates, and information lookup.
- Experience in sourcing and procuring shipping options from multiple carriers.
- Possession of crane and standard forklift operation experience is advantageous.
- Ability to pass pre-employment fitness, alcohol, and drug testing.

This is an excellent opportunity to join a dynamic and growing organization. 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, referral bonus, course reimbursement and access to world class medical specialists through our unique Best Doctor's program as well as an Employee Assistance 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, salary expectation and availability date to 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

