

SHIPPER AND RECEIVER

ABOUT US:

Smartrend Manufacturing Group (SMG), Inc., established in 2004, is a leading supplier of customer-specific engineered parts and assemblies for transportation industries and general industrial applications. In 2018, First Light Safety Products (FLSP) was created as a tradename under SMG, to pioneer self-contained illuminated safety products for the pupil transportation industry. In the years since FLSP has emerged as the market leader for Illuminated School Bus Signs and Fully Illuminated Stop Arms and pursued exclusivity over its products and technologies through considerable investment in proprietary know-how and patent protection.

SUMMARY:

SMG is looking for a **Shipper/Receiver** to provide support to the supply chain department ensuring all shipments are received, stocked, assembled, packaged, and shipped in a timely manner. They will also assist in kitting and assembly of components. The ideal candidate will possess very strong organizational, interpersonal, computer, and communication skills along with the ability to handle multiple tasks in a fast-paced environment.

DETAILED DUTIES & RESPONSIBILITIES:

- Processes all inbound and outbound shipments including but not limited to: sorting, logging, delivering, packing, and shipping
- Assists in maintaining material inventory levels and completes cycle counts
- Inspects all incoming freight for damage with follow up to purchasing, as required
- Assists in responses to requests for tracking of missing documents, shipments, and deliveries
- Stock handling and inventory control
- Assembly and kitting of parts
- Engages with vendors and drivers with a positive attitude
- Ensure that shipments contain proper documentation and if multiple items per shipments, ensure item lists are complete
- Report discrepancies to immediate supervisor
- Verify parcels received, and sort and distribute incoming shipments to proper locations
- Perform other duties as required

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- High school diploma, GED, or equivalent
- Forklift Certification within 90 days of job entry date
- Receiving, stocking, and stacking
- Filling customer orders, packing, and loading
- Good written and verbal communication skills
- Strong sense of time organization and urgency
- Able to work efficiently as part of a team as well as independently
- Attention to detail
- Lifting or moving up to 50 lbs. may be required
- Valid drivers license preferred

Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Starting salary between \$31,200.00 - \$43,680.00 depending on experience
- Group Insurance Plan
- Paid Vacations
- Matching RRSP program
- Employee-focused company events
- Paid time off for Christmas closure

We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.