

FINDING

Work in ...

Informing
Attracting
Developing
Retaining



WAREHOUSE SHIPPER - RECEIVER

QUICK FACTS

- Physically demanding work.
- Full time, Monday to Friday schedule.
- Overtime may be required.
- Must be responsible and mature.
- Working on Saturdays is often required.

NATURE OF WORK

- Loading and unloading goods.
- Inspecting incoming orders.
- Checking for damaged goods.
- Unpacking and sorting.
- Checking and recording incoming orders.
- Taking inventory.
- Maintaining inventory records.
- Assisting other workers as required.
- Packaging materials to be shipped.
- Preparing required documents.
- Heavy lifting required.
- Pushing and pulling.
- Walking and standing for long periods of time.
- Tasks as assigned by supervisor/foreman.
- Keeping work areas and equipment clean.
- Operating a forklift or other equipment.
- Work consists of both indoor and outdoor work.
- Work is at the company location.
- Work is full time and year round.
- Overtime may be available.
- Shift work may be required and may include nights and weekends.

- Depending on the company, shift work is not mandatory and employees are generally assigned to either a day or afternoon shift with no rotation.
- The hourly wage range for a manufacturing labourer is approximately \$10.00 - \$19.40 plus per hour.
- Employees can move to top rates within 12 months (depending on the company).
- For additional information, visit www.alis.gov.ab.ca (NOC# 1471).

WHAT EMPLOYERS LOOK FOR

- A good work ethic.
- Ability to handle the physical requirements of the position.
- Punctual, reliable, and hard working individuals.
- A positive attitude.
- Able to take direction.
- Ability to work independently.
- Respectful towards others.





What Employers Look For Continued...

- Attention to detail.
- Good skills in reading and writing (English).
- Strong verbal communication skills.
- Good job references.
- WHMIS certification.
- High school diploma is an asset.
- An introduction to the trades is an asset.
- Previous experience in an industrial or manufacturing environment is an asset.
- Previous trades experience is an asset.
- A clean driver's abstract.

RELATED TRAINING OPPORTUNITIES

- On-the-job training is provided.
- Experience, dedication, a good attitude and a willingness to learn will provide opportunities to advance.
- Visit the **Corporate Education Network** for additional training opportunities specifically in Southeast Alberta (www.cenetwork.ca)

HOW TO APPLY

- Hiring procedures vary depending on the employer. Generally, job seekers are to submit a resume or complete a company application form.
- Apply in person, by mail, e-mail or fax directly to the company office.
- In some cases, a company application form may be available on-line at the company website. A formal interview will follow.
- Check www.jobbank.gc.ca for current job listings in Southeast Alberta.

POTENTIAL EMPLOYERS

- Brooks Logistics & Warehousing, Brooks
- Canadian Fertilizers (www.canadian-fertilizers.com)
- Canadian Tire, Brooks & Medicine Hat (www.canadiantire.ca)
- Goodyear Canada (www.goodyear.ca)
- Hranco Industries (www.hranco.com)
- Hydraco Industries (www.hydraco.com)
- Moduline Industry of Canada Ltd. (www.moduline.ca)
- Parkers Countrywide Furniture & Appliances
- Sears (www.sears.ca)
- Smithbrook Mud Services Ltd., Brooks (www.smithtrucking.com)
- Spitz (www.spitz.ca)
- The Brick (www.thebrick.com)
- Totem Building Supplies (www.totem.ca)
- Weddingstar Inc. (www.weddingstar.com)