



Freight Shipper-Receiver Branch 01 Edmonton, Alberta

This is a permanent full time hourly position where extended hours and weekends could be required. You will be reporting to the Manifesting department.

General Description:

- Loading and Unloading of freight from various carriers
- Accurate completion of paperwork
- Freight inspection & proper labeling
- Ensure warehouse is kept clean and organized
- Participation in safety and training initiatives as required
- Customer service aptitude
- Work with dispatch for scheduling inbound and outbound freight
- Unloading Southbound freight shipments
- Advise dispatch or supervisor any freight damage concerns
- Helping warehouse personnel loading northbound trailers
- Palletizing product
- Participation on the Branch Health and Safety Committee
- Other warehouse duties as assigned

Physical Requirements:

- Must be able to safely lift and carry weights of 10 to 50 lbs without assistance, and 50 to 100 lbs plus with a second man
- Must be able to push and pull dollies which are fully loaded
- Have the ability to kneel for extended periods, walk on uneven surfaces, climb ladders, jump down from trailers, trucks and other surfaces, lift arms above shoulders, do repetitive hand work, and have full use of both hands
- The ability to complete paperwork as per policy and procedure
- Will also require working in both hot and cold environments

Education and Training Requirements:

- Grade 12 or equivalent experience
- Successfully pass a yearly driver observation ride-a-long
- Must complete a WHMIS and TDG course
- Must have a valid forklift certificate
- Good command of the English language both verbally and written
- Professional telephone and customer service aptitude
- Interpersonal skills
- Familiar with warehouse operations and freight logistics

Please submit your cover letter and resume to reg.piercey@matco.ca or via fax at (780) 489-8017. Closing date is July 29, 2009.