

Position: Shipper/ Receiver – Office/Plant

Location: Bolton, ON

Wage: \$23- \$25/hr

Description...

Day Shift = 7am - 5pm

Receive product in SAP, Process outgoing trucks, occasional back up for Parts Picker.

Must have experience operating a Counterbalance Forklift.

Pick orders from a list and prepare for shipment.

Receive, verify, sort and put away incoming shipments.

Overtime is required on an as needed basis.

Requirements:

At least 2 yrs experience operating a Counterbalance Forklift

Must be proficient in SAP

Must be proficient in all Microsoft Office Applications as well as Adobe PDF.

Must have excellent spelling, grammar and written communication skills.