

Shipper/Receiver/Warehouse

Lee Specialties is a leader in design, engineering and manufacturing of wireline/coil tubing pressure control equipment, wireline trucks, wireline skid units, portable pressure test units, depth and tension devices.

We proudly serve both the national and international markets with operations based in Canada and the USA.

We are seeking a **Shipper/Receiver/Warehouse person** to join our team. This position will be based in Blackfalds Alberta, and we are currently running a 2-shift operation, looking to fill the afternoon shift once trained.

RESPONSIBILITIES:

- Receive and record movement of parts, supplies, materials, equipment and stock to and from their areas
- Perform general physical activities in order to load, unload, sort and move shipments by hand or using material handling equipment
- Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of shipments
- Pack, seal and label materials to prepare for shipping. Pick and Label materials to move to production area
- Complete daily shipments and receipts
- Other duties as assigned by supervisor

QUALIFICATIONS and EXPERIENCE:

- Minimum 1 year of shipping/receiving experience
- Experience with cranes and forklifts and asset
- Computer work a requirement
- Safety conscious
- Strong attention to detail
- Ability to lift a min 25lbs

APPLY:

Please direct cover letter, resume and references Attn: Human Resources.

We are an equal opportunity employer.

We would like to thank everyone for their interest, however, only those candidates selected for an interview will be contacted.