



RESPECT & FAIRNESS • HUMILITY • PASSION FOR PROGRESS • OWNERSHIP

SHIPPING/RECEIVING CLERK

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

JOB DESCRIPTION

Directly responsible to the Plant Manager. Must communicate with Scheduler, Sales, Shipping/Receiving Lead hand, packaging department and all other plant personnel. Functionally responsible for material being shipped as per customer requirements.

Key Responsibilities

- Prepare and record shipments in computer system, and affix identifying information and shipping instructions
- Completion of all shipping and customs documents including computer input.
- Inspect and verify incoming goods against invoices or other documents. Record applicable data in the system as required as well as shortages and reject damaged goods
- Maintain internal computerized record-keeping systems
- Determine truck loads and routes.
- Arrange quality reports for shipments.

- Arrange courier services.
- Ensure all weights and counts are correct as indicated on work order
- Track and trace freight
- Create shipping documents and schedule pick ups
- Maintain shipping files/ reports/ month end
- Maintain good relationship with other departments, Sales / Packing
- International shipments and documentation
- Perform transportation quotes, review vendor billing and Fuel surcharge
- Filing transportation claims
- Perform order expediting
- Upkeep of trailer seals and issuance
- Comply with all quality related policies, procedures and system requirements.
- All other duties as assigned

DESIRED SKILLS AND EXPERIENCE

Experience

- 1-3 years of experience in Shipping/ Transportation.
- Must have good command of English, written & oral
- Strong computer skills, Microsoft Office a must
- Must have knowledge of freight class/ harmonization coding
- CTPAT, PAP, CWPCP and NAFTA knowledge an asset

Education

- Post-secondary education preferred, Grade 12 mandatory

MORE ABOUT ALMAG

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

Benefits ALMAG Aluminum offers their employees include:

- Health and dental
- Life AD&D
- Long-term disability
- Critical illness insurance
- Health spending account
- Vision
- Employee Assistance Program
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities