

## **Shipping and Receiving Assistant**

Established in 1919, Fort Garry Fire Trucks is Canada's leading manufacturer of quality fire trucks. Fort Garry Fire Trucks is looking to hire a full-time shipping and receiving assistant. As a shipping and receiving assistant you will be part of the team responsible for preparing parts for shipping and receiving inbound materials for fire trucks, water trucks and septic trucks. We are looking for a dependable, organized and motivated individual to join our team.

### **Responsibilities include:**

- Preparing parts for shipping
- Receiving inbound materials and confirming materials are in useable condition
- Entering data into a computerized inventory control system
- Moving, stocking and distributing materials as required
- Cycle count
- Performing general labour to support operational requirements
- Assisting with trash and recycling removal

### **Applicant Requirements:**

- Fluent spoken and written English and good interpersonal communication skills
- Legally entitled to work in Manitoba
- Ability to lift and move up to 50 pounds individually or 100 pounds with assistance
- Proficient computer skills
- High school diploma or equivalent
- Strong organizational skills with the ability to adapt, multitask and meet timelines
- High attention to detail and accuracy with data entry
- Reliable transportation; bussing is not available at our location

### **Assets:**

- Knowledge of, and work history in, a parts distribution environment
- Experience using a computerized inventory control system

### **We offer:**

- Competitive salary
  - Health and dental benefits
  - Boot allowance
  - Training
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- A stable and growing company with 100 years of experience

Fort Garry Fire Trucks is an equal opportunity employer committed to employing a diverse team. We encourage applications from qualified women, men, members of visible minorities, Aboriginal peoples, and persons with disabilities.

Send applications to:

Fax: 204-694-3230

Email: [HR@fgft.ca](mailto:HR@fgft.ca) .pdf files are preferred