



Standard Manufacturers  
Services Limited

## **Great People! - Great Work! – Great Company!**

Standard Manufacturers Services Limited is committed to our people, systems, engineered solutions and efficient manufacturing processes. This enables us to meet the needs and provide exceptional service to our customers. Standard Manufacturers Services Limited serves the North American market specializing in Aluminium Castings, CNC Machining, Heat Treating, Fabrication and Assembly.

We are presently recruiting **Shipper Receiver** to join our dynamic team.

At **Standard Manufacturers Services Ltd** we advocate a value driven culture through:

- Respect for People
- Quality and On Time Delivery
- Responsive to Customers Needs
- Continuous Improvement
- Credibility and Trust
- Teamwork

### **Responsibilities of role:**

- Oversee unloading and unloading of products from trucks.
  - Maintain internal computerized record-keeping system (Jobboss).
  - Inspect and verify incoming products/material against invoices and record overages, shortages and abnormalities.
  - Unpack, count, color code and tag all product or material received.
  - Submit all packing slips and material certificates to the front office.
  - Deliver or route products and materials to other departments.
  - Operate forklift, hand jack equipment to load and unload transport and store products in warehouse.
  - Monitors shipping schedule for daily and weekly shipments.
  - Correspond with department supervisors to rectify problems such as shortages for daily scheduled shipments.
  - Determine method of shipment and arrange shipping.
  - Pack, products to be shipped and attach identifying information.
  - Prepare bills of lading, custom forms, invoices and other shipping documents.
  - Store shipping materials and supplies to maintain inventory of stock.
  - Perform random inventory cycles to validate stock.
  - Support Standard Manufacturers Services LTD's Lean initiative.
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### **Employment Requirements:**

- Works 5 days a week, Monday to Friday, 8 1/2 hours per day, starting at 8:00 am 4:30 pm.
- Completion of high school is required.
- Forklift Experience.

Please submit your cover letter and resume in confidence to:

Human Resources  
Standard Manufacturers Services Ltd  
691 Golspie Street Winnipeg, Manitoba R2K 2V3  
or email/fax to: [info@standardmanufacturers.com](mailto:info@standardmanufacturers.com) or fax to (204)661 4613