

Position Description

Title: Shipper/Receiver
Reporting To: Shipper/Receiver, Leadhand
Division: Structures
Location: Calgary, Alberta

Tarpon is searching for a Shipper Receiver to join our Structures team in Calgary, Alberta. The Shipper/Receiver is responsible for the expedition, storage and flow of required materials.

Duties and Responsibilities

- Based on order specifications, picks and packages products for shipment.
- Inspects incoming shipments to ensure accuracy; inspects for damaged goods.
- Unloads and receives parts, finished goods and returned goods.
- Investigates shipping options for most cost efficient options.
- Performs cycle counts and physical inventory counts.
- Coordinates carrier pick-up, prepares packing slips, bills of lading and shipping labels.
- Maintains forklift and other material handling devices in a safe and efficient manner.
- Ensures the requirements of the Transportation of Dangerous Goods Acts for documentation, packaging and labelling of packages containing dangerous goods regulated there under are complied with fully.
- Prepares and maintains all shipping documentation such as carrier's waybills, bills of lading and material condition reports.
- Provides the Purchaser with complete information on overages/shortages or damaged materials.
- Maintains files of receiving documents, material return slips and any WHMIS documents related to products or materials processed through the receiving area.
- Reports all non-conforming material to the department Supervisor.
- Ensures daily inspections of forklift and/or other equipment are completed.
- Complies with standards and procedures of Tarpon's health and safety manual and Occupational Health and Safety regulations.

Skills, Abilities and Educational Background

- Must possess a minimum of two years of relevant work experience in a similar role.
- Forklift certification required.
- WHMIS certified.
- Experienced with proper rigging and overhead crane use.
- Proficient in identifying materials by dimensions.
- Possesses the ability to operate hand tools and power

Must have own transportation as location is not accessible with public transportation.

Compensation

Tarpon offers a very attractive compensation package that includes a competitive salary, a full benefits plan that is effective on the first day of employment and a matching RRSP program. Tarpon has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Tarpon offers superior customer service.

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To Apply

To apply for this posting, e-mail your **resume and cover letter** to careers@tarponenergy.com. You can also apply by faxing or mailing your resume and cover letter (stating position title) to: Tarpon Energy Services Ltd., 7020 - 81 Street SE, Calgary, AB T2C 5B8; Fax: 403-265-5825