

Position Description



Title: Shipper/Receiver
Reporting To: Warehouse Supervisor
Division: Electric & Controls
Location: Calgary, AB

Tarpon is searching for a Shipper/Receiver to join our Electric & Controls team in Calgary, Alberta. The Shipper/Receiver is responsible for the expedition, storage and flow of materials in the warehouse as well as administrative support related duties.

Duties and Responsibilities

- Picks and packages products for shipment.
- Documents, wraps and labels packages containing dangerous goods according to the Transportation of Dangerous Goods Act.
- Coordinates carrier pick-ups.
- Prepares and maintains packing slips, carrier waybills, bills of lading, shipping labels and material condition reports.
- Maintains files of receiving documents, material return slips and any WHMIS documents related to products or materials processed through the receiving area.
- Unloads/receives parts, finished goods and returned goods.
- Unpacks shipping containers in a safe manner.
- Compares the quantity and type of goods received to waybills, packing slips and purchase orders, to ensure that materials meet purchase order specifications.
- Receives materials into SDG (industry specific software).
- Provides the Warehouse Supervisor with complete information on short shipped, over shipped, broken and/or damaged items.
- Records receipts and determines project numbers, material storage location identification numbers and if applicable, unit serial numbers.
- Arranges for goods movement to the appropriate destinations.
- Investigates shipping options and chooses the most efficient and effective option.
- Maintains forklift and other material handling devices.
- Performs cycle counts; physical inventory counts.
- Maintains a safe and organized work area.
- Adheres to Federal, Provincial and Municipal Health and Safety policies and procedures.
- Complies with standards and procedures of the Tarpon Health & Safety Manual and Occupational Health & Safety Regulations.

Skills, Abilities and Educational Background

- Minimum two years' work experience in a similar role.
- Forklift and WHMIS certification required.
- Experience with proper rigging and overhead crane use required.
- Proficient in identifying materials by dimensions.
- Possesses the ability to operate hand tools and power tools.
- Ability to judge space relationships when moving, storing, loading and unloading material.

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



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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.

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