

**Express Employment Professionals** is currently searching for a full time **Shipper Receiver** on behalf of our client whose business is in Truro and is Nova Scotia owned. This is a full-time employment for the right candidate based on experience.

**Call 902-377-7701 for more information!**

**Responsibilities:**

- Ordering, stocking and distribution of parts from various vendors
- Loading and unloading parts inventory from trucks and for shipment
- Preparing parts ready for shipping to clients
- Interacting with customers and couriers
- Setting up waybills for shipping via online portals
- Work with a multitude of computer applications and various manufacturers web-based applications

**Requirements:**

- Comfortable using computers
- Ability to work independently
- Strong communication skills
- Proficiency in Microsoft Office applications
- Excellent time management skills
- Knowledge of industrial equipment is considered an asset
- Professional demeanor
- High attention to detail
- Forklift training is an asset.

**Our client offers:**

- Shift is Mon- Fri 7.30-4.30pm
- NO WEEKENDS!
- Salary is \$35,000-\$40,000 per year based upon experience
- Benefits provided after probationary period
- RRSP matching pension program
- Starts with 3 weeks of vacation
- Opportunity for growth
- Strong management

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Prior experience as a warehouse worker, pallet jack operator, general labourer, forklift operator, pick and pack, order picker, production worker or shipper receiver would be considered an asset.



Respecting People. Impacting Business.™

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Here's how to apply:

By email: [jobs.halifaxns@expresspros.com](mailto:jobs.halifaxns@expresspros.com)

Website: <https://www.expresspros.com/HalifaxNS/Job-Openings.aspx>

By Phone: 902-377-7701

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