



Shipper/Receiver, Bassano, AB

Our Company

Global Power Technologies (GPT) is the world's leading manufacturer and distributor of Thermoelectric Generators (TEG's) and a leading supplier of Remote Power Systems. The Company's products are used extensively in the oil and gas industry as well as for telecommunications, security and surveillance and military applications. With sales in 50 countries, GPT has been providing reliable solutions for critical remote power applications around the world since 1975.

We are looking for an enthusiastic individual to work out of our Bassano, Alberta facility, who is a hard-working self-starter, detail orientated and safety conscious to join our team. You will be a part of a positive, respectful environment where we take genuine pride in all that we do and are passionate about ensuring the success of our customers and our employees.

Job Purpose

Reporting to the Production Manager and based out our Bassano Production Facility, 90 minutes east of Calgary, the Shipper/Receiver is responsible for packaging and shipping all material. The Shipper/Receiver will manage associated documentation and provide support for receiving material.

Job Duties

- Send, accept and record the movement of supplies, materials, stock and parts to and from the Bassano facility.
- Maintain a document control system for all goods shipped.
- Package and prepare shipping documents and custom labels.
- Resolve all discrepancies immediately at the point of receipt production departments and production scheduling.
- Oversee the loading and unloading of goods from trucks etc.
- Provide timely documentation to finance.
- Follow defined procedures for Goods Returned.
- Maintain material management storage as per defined requirements (locations & labeling).
- Coordinate the movement of materials through inspection processes.
- Participate in inventory cycle counting.
- Assist other departments as required.
- Capable of lifting up to 50 lbs.

Qualifications

- Minimum of 2-years shipping and receiving experience in a manufacturing environment.
- Experience preparing waybills, bills of lading, customs invoices, and labels for shipments inbound and outbound from Canada, the USA and international countries.
- Excellent communication and interpersonal skills.
- Excellent typing and data entry skills.
- Microsoft Office with Excel and Word skills.
- Self-starter with strong attention to detail.
- Solid understanding of planning functions within an integrated information system.
- Experience with inventory control systems.
- Forklift operation experience is an asset.



What We Offer

At GPT we care about the personal job satisfaction of our employees. We recognize the wide variety of factors that contribute to this satisfaction and encourage work life balance. Along with competitive compensation and benefits packages, we offer a respectful work environment, one which provides our employees with valuable learning experiences and career growth opportunities.

To Apply

Please submit your resume and cover letter to HR@globalte.com quoting the job title in the subject line and tell us why you are the best candidate for the job. We thank all applicants for their interest, however due to the volume of anticipated applications, we will be responding only to those candidates who are contacted for an interview.