CORROSION SERVICE

Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our citizens and the prosperity of the communities in which we live.

Position: Shipper / Receiver

GENERAL FUNCTION:

The successful candidate will be responsible for assisting the Supply Chain Group in the execution of their day to day duties on various projects. The position is based in Edmonton, Alberta.

RESPONSIBILITIES:

General:

- To follow the company policies and procedures;
- To suggest any changes to current policies and procedures that would result in improved performance;
- To maintain a professional attitude;
- To work well with colleagues, customers and suppliers;
- To be a contributor to safety meetings;
- Follow branch assigned hours of work requirements;
- Maintain a clean and organized workplace
- Complete current week time sheets for submittal to your supervisor for approval no later than 12pm the following Monday.

Follow the Edmonton Warehouse Procedure:

- Control warehouse inventory, keep accurate record of all stock (in/out);
- Load/Unload materials;
- Confirm shipments against the bill of lading;
- Materials verified for quantity, part number and condition;
- Unpack and route goods move materials to/from relevant inventory location;
- Pick materials for received picking slips and move materials to staging area;
- Appropriately packing of materials for shipment;
- Assist and supervise with MFG as needed;
- Maintain internal record-keeping system (scan and save all paperwork);
- Booking and Tracking of shipments;
- Pack goods to be shipped, and prepare identifying information and shipping instructions;
- Ensure pertinent information is placed with all shipments;
- Loading and uploading of goods;
- Inspect and verify incoming goods, record shortage and reject damaged goods;
- Operate forklift, and skid steer to load, unload, transport and store goods.

- Know safe storage, handling and proper shipping procedures of various chemicals and materials.
- Housekeeping, ensuring warehouse is clean, organized and free of non-needed obstructions.

Health and Safety:

- Follow emergency response procedures;
- Participate and contribute to safety meetings;
- Follow the warehouse safety procedures

Staffing/Personnel:

- Work with other staff in a supportive and positive manner;
- Complete tasks to Corrosion Service Quality of Work standards;
- Develop the culture of employee's attitudes towards work and each other. Code of Conduct etc.;
- Maintain an appropriate dress code (business formal upon request;

QUALIFICATIONS:

- 1-2 years' experience is required.
- Ability to work and keep busy with limited direction.
- Must be proficient with Microsoft Office applications.

We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team. Please send your cover letter and resume to jlui@corrosionservice.com.

Note: All employment is conditional upon the completing and obtaining a satisfactory background check, including employment, references and criminal records (for which a pardon has not been granted) checks.

Please note that only individual selected for an interview will be contacted.