



# TEE JAYS MECHANICAL

--- Shipper/Receiver or Parts Apprentice---

**Job Description:**

Location: Fairview

Reporting to: Owner / Managers

**Created Date:** Sept. 14, 2023

Employment Type: Full/Part Time

**Position Summary:**

Full/Part Time Shipper/Receiver or Parts Apprentice

**Job Duties Include, but not limited to:**

- Prepare and package material for outbound shipments
- Perform all required check on inbound material, properly stores material
- Complete all required paperwork / inspections
- Load / Unload trucks safely, operating a forklifts
- Accurately count and check required materials
- Understanding safety standards
- Performs other related duties as necessary or assigned.

**Working Environment:**

- Safety is our highest priority and safety procedures / guidelines must be adhered to at all times. This includes safety wear such as hearing and eye protection, protective clothing and steel-toed shoes.

**Qualifications:**

- Industrial and warehouse experience an asset but not necessary
- Ability to perform all essential functions safely and efficiently
- Ability to read invoices and measuring devices
- Ability to follow directions and maintain a professional work environment
- Positive "Can Do" attitude
- Must be able to work individually and as part of a team
- Ability to establish working relationships with all staff including customers/drivers
- Reliable and predictable attendance is a must