

**Shipping & Inventory Control Clerk, Class 1 Inc.**  
**Part of the Atlas Copco Group**

**THE MISSION**

Reporting to the Logistics & Inventory Manager, the primary activity of the **Shipping & Inventory Control Clerk** is the careful shipping of goods to hospitals across North America and beyond. This role requires someone with the capabilities to administer shipping, receiving, and inventory management activities for our manufacturing facility in Cambridge, Ontario.

The person filling this role must possess strong written and verbal communication skills, be exceptionally organized, and maintain close working relationships across various internal and external stakeholders such as purchasers, production workers, accounting personnel, service department personnel, freight forwarding providers and customs brokers.

**DUTIES AND RESPONSIBILITIES**

**1. Shipping Activities**

- 1.1. Determines method of shipment based on customer need and best value for on time, undamaged deliveries
- 1.2. Prepares Bill of Lading and other shipping documents including customs paperwork if required
- 1.3. Applies custom packing materials to systems for shipment, assembles container and crates for any packed goods to be shipped
- 1.4. Affixes proper identity information and shipping instructions to containers for shipment
- 1.5. Operates forklift, hand truck and/or other equipment to load, unload, transport, and store goods
- 1.6. Builds pallets and crates for shipments as needed appropriate for location and equipment type
- 1.7. Maintains shipping area order and cleanliness— arranging for cardboard and other garbage/trash pickup as needed

**2. Store Area Maintenance, Inventory Support**

- 2.1. Works with Supervisor and Receiver when available to monitor and maintain inventory control of merchandise or materials in the Stores and larger inventory areas. This includes proper item and rack location labeling
- 2.2. Participates on Annual Inventory Audit Team to ensure count procedures and inventory audit process are followed

**3. Procedural Accuracy and Inventory Team Participation**

- 3.1. Cross trained in receiving - inspects and verifies incoming goods against packing slips, recording any shortages and/or rejecting materials if goods are not what was

ordered (immediately notifying appropriate departments via email of such occurrences)

- 3.2. Ensures adherence to established Class 1 procedures, objectives, quality assurance programs, and safety standards
- 3.3. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- 3.4. Performs other duties as assigned

## **REQUIRED QUALIFICATIONS**

- Education / courses in Inventory Control
- 3+ years in Shipping, Receiving and Inventory Control in manufacturing environment
- Valid driver's license
- Experience building pallets and crates (or ability to use table and radial arm saws)
- Forklift training and current licensing
- Strong PC skills including Microsoft office: Outlook, Word, and Excel
- Experience with Customs and brokerage documentation and shipping to US and overseas considered an asset
- Experience with ERP (especially SAP) systems considered an asset
- A 'customer first' attitude with ability to maintain a professional appearance and demonstrate a positive attitude with customers, industry peers, and fellow employees
- Excellent communication skills (verbal, written)
- Ability to exercise good judgment, show initiative, and be proactive

## **WORKING CONDITIONS AND PHYSICAL EFFORT**

- Conduct all warehouse and inventory procedures in a planned and safe manner
- Continually able to stand/walk for extended periods of time
- Continually able to lift and move boxes and product within a restricted space
- Continually able to reach overhead, bend, squat, kneel
- Continually able to walk up and down staircase, carrying boxes, product, and other necessary store related items
- Able to regularly perform store maintenance activities: sweep, vacuum, empty trash, clean daily
- Able to safely lift boxes up to 50 lbs.
- Comfortable climbing ladders

## **WHO WE ARE**

Class 1 Inc.'s core business of medical gas equipment and services was built on the success of dozens of world-first innovations as well as leadership in developing national and international standards. Innovation, diversification, and a global focus are at the heart of the company's continued pursuit of leadership in markets that benefit healthcare and the environment.

Class 1 Inc. is a part of the Atlas Copco Group. This position will be located at our head office in Cambridge Ontario. For non-Canadian residents, local-plus working conditions would apply and require a valid work permit for Canada.

If you think you are the right person for this challenging position which opens to further potential career developments, please submit your application by email to [HR@class1inc.com](mailto:HR@class1inc.com).

**Resumes will be accepted until May 30, 2021.**

*Class 1 Inc. is an equal opportunity employer.*