



## Career Opportunity

### Part Time Shipper/Receiver

**Brunette Machinery Co. Inc.** has been a leading supplier of wood processing machinery for the Sawmill, Pulp and Paper, and Biomass/Pellet manufacturing industries for over 75 years.

We are looking for a **Part Time Shipper/Receiver** with the following skills:

- Experience with standard shipping hand tools. Overhead crane experience is an asset
- Strong computer skills with experience using Microsoft Office Suite
- Excellent communications skills
- Self-motivation, positive attitude and the ability to work as an effective team player
- Strong attention to detail and excellent time management skills

**Responsibilities** include, but are not limited to:

- Coordinating and organizing shipping requirements for all departments
- Picking all orders with accuracy and in a timely fashion
- Preparing pallets and boxes for shipping and the required shipping documents
- Determining the most economical and efficient method of shipping
- Receiving and verifying the accuracy of orders from suppliers
- Keeping the warehouse clean and organized at all times
- Working in conjunction with other warehouse employees and following established work instructions and procedures

**Requirements:**

- You **must** be a certified and experienced SDCB forklift driver with a valid forklift ticket
- You **must** have 1-2 years experience in a shipping/warehouse environment
- You **must** be physically fit and able to lift up to 50lbs

Competitive salary commensurate with experience

Apply by emailing your resume to [careers@brunettemc.com](mailto:careers@brunettemc.com)

The subject line of your email must include: "**Part Time Shipper/Receiver – YOUR NAME**"

**While we thank all applicants for their interests, only shortlisted candidates will be contacted**

For more information, please visit our website: [www.brunettemc.com](http://www.brunettemc.com)