



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Shipper/Receiver

<b>Job ID</b>	<b>9A-61-A3-F2-62-75</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=9A-61-A3-F2-62-75">https://careers.indigenous.link/viewjob?jobname=9A-61-A3-F2-62-75</a>	
<b>Company</b>	Northwestel	
<b>Location</b>	Yellowknife, Northwest Territories	
<b>Date Posted</b>	From: 2022-06-20	To: 2022-07-20
<b>Job</b>	Type: Full-time	Category: Supply Chain and Purchasing
<b>Languages</b>	English	

### Description

Northwestel is seeking a Shipping & Receiving guru to join our team in Yellowknife, NT! You will be entrusted with the shipping and receiving of valuable Northwestel/Bell goods and materials. If you enjoy detail oriented work such as data entry to managing product inventory, this position is for you!

#### Employment Equity

Northwestel values diversity in the workplace and is committed to the goals of Employment Equity. We strive to achieve a skilled workforce that is representative of the population we serve, and as a Northern company, we are committed to the employment and career development of our Indigenous peoples. Candidates must clearly indicate on their application if they are an Indigenous person, a woman, a person with a disability, or a visible minority if they wish to receive hiring preference.

#### Specific Accountabilities

- Package and document all outbound shipments in accordance with all standards, regulations and policies as established by Northwestel Inc and legal and/or government statute.
- Receive and put away all inbound shipments in accordance with procedures set out by Northwestel Inc.
- Logistical support and inventory management of all Capital projects and external customer projects/sales.
- Prepare and complete all documentation as required for all Shipping & Receiving tasks and functions.
- Accept and ship orders from and to internal Northwestel customers for inventory, capital, business systems, spares, repairs, and test equipment material as per laid out procedures.
- Inventory control and dispersal of Environmental equipment (I.e. Spill kits).
- Manage and maintain records related to the refurbishing of existing and future Northwestel Inc material and equipment.
- Organize, maintain and document issues and receipts of all Northwestel Inc., Capital, Test Equipment, spares and surplus material as required.
- Operate and provide preventative maintenance on all warehouse equipment.
- Assist with material pick-up and delivery service throughout the city on an as required basis.
- Create replenishment orders for Inventory items in specific Warehouse locations in accordance to Northwestel procedures.
- Adhere to shipping and receiving policies/procedures, and regulatory compliance procedures.
- Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates.
- Update and upkeep of Material Safety Data Sheets (MSDS).
- Provide Transport of Dangerous goods logistic support.
- E-waste preparation.
- Provide Logistics support to other departments and other related Warehouse duties as assigned.

#### Knowledge & Skills Required

- Minimum Grade 12 education and demonstrated basic numeracy and literacy skills.
- Transportation of Dangerous Goods (TDG) Certification Ground and Air preferred (if not certified, must agree to obtain future certification).
- The Workplace Hazardous Materials Information System (WHMIS) certificate (if not certified, must agree to obtain future certification).
- Successfully completed a recognized Warehousing, Logistics apprenticeship program or,
- One year of experience in a Shipper/Receiver/Logistics position including forklift knowledge of operation/exposure.
- Physically capable of lifting and carrying material up to a maximum of 50-lbs.
- Working level of computer skills, including keyboarding skills.
- Knowledge and demonstrated proficiency in Microsoft applications is required (e.g. Excel, Word, Internet).
- Knowledge of TBS and J.D.E. is an asset.
- Valid driver's license (class 5).

As part of the recruitment process for this position, candidates may be required to take pre-employment tests and/or complete work simulation exercise to assess job fit.

As a safety conscious COR, a Certified organization, we have an established and comprehensive safety program. We expect all employees to participate in our organizational health and safety programs, adhering to all safe work procedures focused on continuous improvement.

### How to Apply

Apply by clicking "Apply now"