

SHIPPER/RECEIVER

JNE Welding is one of the most diverse custom steel fabricators in Western Canada providing engineer-to-order, custom steel fabrications to the mining, petroleum, gas, heavy oil, energy, and environmental sectors. We are an employer of choice – creating meaningful opportunities for Saskatchewan workers.

JNE is currently looking for a full time **Shipper/Receiver** that will report to the Shipping and Receiving Supervisor. The primary responsibilities of the Shipper/Receiver will include:

- Responsible for working safely in accordance with JNE procedures and OH&S regulations. This includes wearing appropriate personal protective equipment, using appropriate equipment, rigging, and maintaining good housekeeping in job area.
- Responsible to act in accordance with ISO procedure WP-PR-012 – Material Handling.
- Be familiar with regulations and documentation pertaining to transportation of dangerous goods.
- Load and unload all incoming/outgoing freight against purchase order numbers and material lists from Project Managers. Ensure all loads are within the regulations and are secured properly.
- Use of measuring tape to verify dimensions.
- Provide a smooth flow of material to all shops.
- Ensure control and organization of JNE inventory, which includes maintaining material traceability.
- Maintaining the inventory and yard organization also includes but is not limited to:
 - Maintain all dunnage in an orderly fashion.
 - Inspect yard and dispose of all miscellaneous or discarded banding material and all other materials that might be a hazard or cause vehicle or personal damage.
- Package and maintain field bolt inventory for shipping.
- Assist and perform inventory cycle counts as directed.
- Maintain pallets in an organized fashion which includes disposal or repair of pallets.
- Control all returns to inventory including cropping of materials.
- Empty all large garbage containers into the disposal bins on a regular basis.
- Complete daily equipment checks on assigned vehicles.
- Maintain a daily log report according to Transport Canada regulations. Refer to Log Book Tips.
- Report to Shipping Receiving Supervisor:
 - Current drivers abstract within 30 days of hire.
 - Any driver license suspensions.
 - Vehicle inspection reports *within 14 days*, report any defects immediately.
 - A copy of all violations, on-road inspections, and warnings within 14 days.
- Abide by hours-of-service regulations only transport authorized passengers.
- Submit an accident report FM-PR-0055 for every accident involving property damage or personnel injury.

- Perform cleaning of stainless-steel fabrications utilizing pickling solutions, cleaning solutions and neutralizing solutions. Perform painting and painting prep as required.

Desired Qualifications:

- Must have a valid driver's license to operate our 3-ton flat bed.
- Must have a minimum of 1-year Shipping and Receiving related experience.
- Ability to operate heavy equipment.
- Good organizational and time management skills.
- Strong interpersonal and communication skills (both written and verbal).
- Knowledge of trucking rules and regulations.

Education:

- Grade 12
- Transportation of Dangerous Good Certification would be considered an asset

JNE Welding is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. JNE offers competitive compensation, a comprehensive benefit package, onsite fitness facility, professional development opportunities, challenging work, and a commitment to continuous improvement and excellence. JNE places considerable emphasis in our hiring strategy on attitude versus pure aptitude. We continue to build a strong team that has depth in both personal leadership skills as well as industry related training and experience.

For more information about JNE Welding, please visit our LinkedIn page at
<https://www.linkedin.com/company/jne-welding/>

If you are interested in this position, please apply through Indeed: [Shipper Receiver](#)
No other method of external applications will be accepted.