



FLAVORCAN

INTERNATIONAL INC

145 Dynamic Drive
Toronto, Ontario
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T: (416) 321-2124
F: (416) 321-8231
E: Info@flavorcan.ca
W: www.flavorcan.ca

Job Title: Shipping/Receiving Coordinator

Company Overview

Flavorcan International Inc. is a global supplier of choice for distinctively designed flavours and specialty ingredients, offering highest quality and safe food ingredients promoting a culture of continuous improvement. Through commitment to create long term value, we maintain the highest business standards, product quality, technical and marketing creativity and ethical responsibility. We offer cost effective high-quality products with full technical support to satisfy our customer's needs.

Job details

Location: Scarborough, ON

Salary: \$16.00 to \$18.00 / hour, Great health/dental benefits after probation.

One position available

Terms of employment: Permanent, Full time 37.5 hours / week

Employment conditions: Day shift, Working hours from 07:00 to 16:00 (Summer hours vary)

Job requirements

Languages: English

Education: Secondary (high) school graduation certificate or equivalent experience

Experience: Experience an asset

Security and Safety: Criminal record check

Transportation/Travel Information: Own transportation, Location accessible by TTC

Work Conditions and Physical Capabilities

Attention to detail, Handling heavy loads, some lifting required

Work Location Information: Urban area

Personal Suitability: Reliability, Team player, Excellent written communication, Accurate, Dependability, Organized, Initiative, Excellent oral communication

Business Equipment and Computer Applications: Inventory control software

Equipment and Machinery Experience: Industrial lift trucks and fork-lifts, Pallet lifters



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Specific Skills:

Determine method of shipment, Schedule distribution of goods, Schedule transportation conveyances, Prepare bills of lading, invoices and other shipping documents, Inspect and verify incoming goods against invoices or other documents, Maintain internal record-keeping system, Record shortages and reject damaged goods, Route goods to appropriate storage areas, Pack goods to be shipped, Unpack goods received, Affix identifying information and shipping instructions on shipments, Oversee loading and unloading of goods

Weight Handling: Up to 45 kg (100 lbs)

Work Setting: Warehouse, Manufacturer

Credentials (certificates, licences, etc.): Counterbalanced forklift training, Forklift Operator Certification

Intended job posting audience: Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.