



Shipping Team Member

At Larsen & Shaw, we see you as an individual with the skills, abilities, knowledge, and potential to drive our growth. We've been around for over 100 years and plan to be around for another 100, and we know our people will drive us there. That's why we take our recruitment and hiring seriously. We are looking for self-motivated, creative and ambitious individuals to join our rapidly growing team.

As a member of our SHIPPING team, you can expect to:

- Perform all aspects of billing including data entry in Plex and Carrier Portals – quantity and weight verification, identifying freight terms, selecting freight carrier, verifying price, interacting with carrier companies by phone and email and working with Sales on expedited orders
- Package and ship per specifications under minimum supervision while following operating procedures. Includes Picker, Packer & Loader
- Effectively set up, run production and perform daily maintenance on shrink line.
- Operate Inline Cleaner and all other equipment in the department.
- Assist with the forklift truck duties and other transport equipment in a safe and efficient manner.
- Be responsible for following special packaging instructions
- Perform preventative maintenance, minor troubleshooting and request repairs.
- Actively participate in work team.
- Perform any other duties as assigned
- Participate in process improvement and new product developments.
- Participate in corrective actions, 5S and other continuous improvement activities.
- Perform any other duties as assigned in the area or any other production area with production requirements of higher priority

What you'll need to be successful in our SHIPPING team:

- Grade 12 or equivalent
- Proficient use of all computer programs (including but not limited to Plex, Internet Explorer, Word, Excel, Network Directories, Office 365) for the accurate and efficient billing of orders
- Excellent communication skills, ability to multi-task while remaining effective
- Will be required to obtain forklift truck license
- Desire to work as a team and proven attention to detail
- *Afternoon and day shifts are available (non-rotating)*

Note that skills testing and online cognitive and personality assessments may be administered and will be part of the assessment information used to choose the candidate.



How to Apply

Submit a resume and cover letter that clearly articulates how your experience relates to the requirements of the job to larsenHR@larsenhinge.com

We thank everyone who applies, however, only candidates selected for an interview will be contacted. Larsen & Shaw is an equal opportunity employer, and we encourage applications from people with unique experiences, backgrounds and abilities. Accommodation is available throughout all phases of the selection process; please notify us in advance if accommodation is required.

What sets us apart

Larsen & Shaw is a family-owned business since 1919 and a leading manufacturer of top-quality hinges, standard continuous hinges, and architectural products, located in Walkerton Ontario. We strive to work proactively to achieve the company's objectives while supporting our customers in everything we do. Our culture is one that empowers employees to work collaboratively, maintaining the entrepreneurial spirit of our founders.

Why you should work for us

- Our employees are dedicated to meaningful, exciting and challenging work and we reward them for their efforts.
- The better we do, the more you gain. We offer a competitive wage and a structured compensation program, with regular wage increases and other perks. We are a certified Living Wage Employer!
- We invest in our employees and their families by offering both a comprehensive group health benefits plan and a retirement savings plan.
- Training and developing our people is very important to our future. We offer opportunities for in-house training, apprenticeship growth, internal promotions, professional development, and more.
- What's our Why? Why do we work so hard at retaining our business in Walkerton? Because that is where we want to live, work, and retire. We make considerable investment into our community through partnerships and by supporting meaningful charitable causes, such as the Walkerton & District Hospital Foundation.
- We understand the need for work-life balance and strive to provide our people with a supportive work environment. Small town living helps too, with a short commute for most of our employees. Located in Walkerton, we are 100 km of Kitchener, Waterloo and Guelph, and 180 km from Toronto.