



A  **MESTEK, INC.** Company

Position: Shipper/Receiver

Transom is a leading manufacturer of large high temperature heat pumps for the commercial and industrial Canadian and US markets. Our air source high temperature heat pumps are designed for the rapidly expanding electrification HVAC market. In addition, we manufacture CO2 heat pumps for the domestic hot water market. Transom is investing heavily in its growth, expanding our production facilities, including climate chambers for development and testing of new products. Transom Corporation is a subsidiary of Mestek Inc.

Job Summary:

The job of the Shipper/Receiver is to receive parts, accurately count and match them to purchase orders, add them to inventory and put them in their proper place. Shipping consists of preparing shipments, loading and off-loading goods from trucks, liaising with various local and international shippers to ensure paperwork is complete and correct.

Responsibilities and Duties:

- Must be able to safely operate a forklift and pump cart
- Prepare goods for shipping as per company policy regarding safety and security
- Contact transport companies, couriers, freight forwarders, customs brokers, etc. to set up shipments. Ensure all required documents (paper and/or electronic) for both domestic and international shipments to comply with freight forwarder, transport and regulatory requirements
- Assists with loading and offloading as necessary
- Receive merchandise, confirm safe receipt, storage and retrieval. Check, sign and file delivery slips as per company procedure
- Unpacks merchandise, verifies the quality and quantity of items against supporting documents, accepts or returns merchandise according to established procedures and policies
- Carry out quality control procedures as per company policy
- Communicate with other departments in a timely manner, and as needed to ensure customer service objectives are met
- Ensure that health and safety requirements are met
- Safeguard warehouse operations and contents (i.e. inventory) by monitoring and practicing security procedures and protocols
- Maintains warehouse (shipping, receiving, storage and shop area) in a well-organized and clean manner
- Other duties as assigned

Qualifications and Skills:

- Minimum 2 year college diploma or equivalent in a discipline related to shipping and receiving or an equivalent combination of technical training and experience.
- Excellent collaborative communication skills, able to work cooperatively in a team environment and individually
- Ability to process information and identify feasible/cost effective solutions and recommendations.
- Excellent written and oral communication skills. Must speak and write English fluently.
- Must be physically fit and able to lift up to 50lbs
- Must have a "G" License with a clean drivers abstract.
- Must be able to safely operate a Fork Lift. (Fork lift certificate required).

Hours: Mon-Thurs 7:30 am – 5 pm, Fri 7:30 am – 11:30 am

Permanent, full time

- Flexible Group benefits Package (once probationary period is completed)
- Voluntary RESP/RPP with company matching up to 5% after 1 year employment
- Safety shoe and prescription safety glasses allowance

Transom, a Mestek Inc. company, is committed to providing a safe working environment for our employees, vendors and customers and as such has implemented a COVID-19 Vaccination Procedure. This procedure includes mandating full vaccination amongst staff in and within the limits of the Ontario Human Rights Code. All new employees will be subject to the COVID-19 Vaccination Procedure as a condition of their employment.

We would like to thank all candidates for their interest in this opportunity. Due to the volume of resumes we receive; we are only able to respond directly to those candidates being selected for an interview.