

Shipper/Receiver

Mississauga, ON

Lakeside Process Controls Ltd. ('Lakeside') is recognized as a market leader, providing complete automation solutions to a wide range of industries. Our capabilities in process management and industrial automation enable us to solve our customers' process automation challenges, keeping their operations running safer.

Our solutions range from devices that measure and relay diverse physical and chemical conditions, devices that control flow of materials, networks that transmit event-related information, to process control systems that collect information and trigger necessary actions to ensure continued operations.

Lakeside's success is due to its exceptional people. Our skills and passion for our work is the key to our strong business results. Our commitment to a culture of integrity, teamwork and collaboration is what drives our continued and sustainable growth.

We seek individuals who are engaged, capable and committed to continuous improvement.

If this sounds like you, apply today and discover your potential with Lakeside!

To apply, please visit our website [here](#)!

What you will be doing in the role of Shipper/Receiver:

Your responsibilities may include, but are not limited to:

- Inspect, verify, and unload incoming shipments, ensuring accuracy against purchase orders and delivery documents. Record received goods in the inventory management system.
- Prepare, package, and label outgoing shipments, ensuring compliance with shipping regulations and customer requirements.
- Arranging carriers for customer shipments and coordinating customer pick-ups or other non-stock shipments, as necessary.
- Maintain accurate inventory records, conduct cycle counts, and report discrepancies to the supervisor. Organize stock in the warehouse for efficient storage and retrieval.
- Safely operate forklifts, pallet trucks, and other warehouse equipment to move, load, and unload materials. Perform routine equipment checks and report maintenance needs.
- Complete and maintain shipping and receiving documents, including bills of lading, packing slips, and inventory logs. Ensure all paperwork is accurate and up-to-date.
- Adhere to workplace safety standards, including proper handling of hazardous materials and maintaining a clean, organized work area. Comply with company policies and provincial regulations.
- Work closely with warehouse staff, supervisors, and other departments such as inside/outside sales staff to ensure smooth operations and timely order fulfillment.
- Picking orders for assembly technicians.

- Daily interfacing with internal business system / ERP software.

Knowledge and skills required for the role:

- High School Diploma
- 1+ years of experience working in shipping/receiving and/or a warehouse environment would be considered an asset
- Experience with inventory control and order management software or shipping software would be considered an asset
- Forklift certification would be considered an asset
- Knowledge of Health and Safety standards and procedures
- Excellent time-management skills
- Excellent communication and teamwork abilities
- Strong attention to detail and organizational skills
- Ability to lift up to 50lbs and perform physically demanding tasks

What we give YOU!

- A **competitive compensation** package, with RRSP-matching
- Comprehensive **benefits coverage** (medical, dental, vision, EAP & on-demand virtual health care)
- A culture that promotes healthy **work-life balance** with above-market **paid time off**
- A structured **training and development** program and opportunities for continuous learning
- Opportunity to participate in an award-winning **wellness program!**

Lakeside Process Controls Ltd. is committed to employment equity and welcomes diversity. We believe strongly in celebrating the different perspectives and experiences that come along with having a diverse network of employees, and encourage applications from all qualified individuals, including: persons with disabilities, Indigenous persons, women, and members of visible minorities.

If you require accommodations to complete an application, please contact Human Resources at human.resources@lakesidecontrols.com and we will work with you to meet your accommodation needs.