



B.G.E. SERVICE & SUPPLY LTD.

Shipper/Receiver

B.G.E. Service & Supply Ltd. provides quality filtration solutions for our customers. To further our growth and success, we are looking for an ambitious individual to work with our **Edmonton team** in the role of **Shipper/Receiver**. Our ideal candidate for this role will encompass and live our core values of: **Together We Are Better, Whatever it Takes, and Be the Experts.**

Responsibilities:

- Adhere to The Filter Shop safety program.
- Load/unload shipments.
- Inspect, count, and verifying incoming product.
- Manage and organize stock for inventory and cycle counts.
- Process and maintain incoming/outbound shipping documentation.
- Assist with order entry and preparation; ensure product availability.
- Be a back-up driver to deliver products and materials in Edmonton and surrounding areas.
- Other duties as assigned by the manager.

Qualifications:

- Minimum 2 years warehousing experience.
- Forklift certification is an asset.
- Able to meet the role's physical requirements: Frequent heavy lifting up to 50lbs, bending, kneeling, standing, exposure to heights and dusty environments, walking, and driving.
- Delivery driving experience is an asset.
- Must have valid class 5 (non-GDL) driver's license with clean driver's abstract.
- Ability to work efficiently in a fast-paced team environment, as well as independently.
- Personable with good English communication skills, both verbal and written.
- Strong organizational and problem-solving skills with attention to detail.
- Adaptable and self-motivated to changing work environment.
- Must be legally authorized to work full-time in Canada for any employer.
- Must be able to pass pre-employment drug and alcohol testing.
- Must be bondable.

Apply by sending your resume to careers@thefiltershop.com or by fax to (780) 437-2133. Please reference the job title and location when you apply.

B.G.E. Service & Supply Ltd. hires on the basis of merit and is committed to employment equity.

We would like to thank all applicants for their interest in this position; however, only those selected for interviews will be contacted.