

**CANDUCT INDUSTRIES LIMITED**

**Job Description**

**Position: Shipper**

Updated: 17-Nov-11

**HOURS OF WORK:**

- **Monday to Friday, 7:00 am to 4:00 pm**
- **Overtime required**

**REPORTS TO: Production Supervisor**

**REQUIRED BACKGROUND:**

- **High school diploma**
- **Excellent ability to work within a team environment**
- **Three plus years of safe forklift experience, preferably certified through an outside company**
- **Three plus years of shipping, preferably in manufacturing**
- **Must be well organized with the ability to handle changing priorities**
- **Excellent attention to detail**

**DESIRED BACKGROUND:**

- **Ability to read blueprints and/or drawings**
- **Ability to use calipers and measuring tools**

**DESCRIPTION/RESPONSIBLE FOR:**

- **The timely packaging and shipping of completed orders to all Conduct customers within very strict guidelines**
- **Responsible for final Quality Control checks on all outbound shipments**
- **Ensures all paperwork is fully completed fully, signed and passed on for filing**
- **Other duties as assigned**