

shipper-receiver

Donut Express

Job ID

38912

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LOCATION	DATE POSTED	EXPIRY DATE	
189 Bay Street, Embrun, ON Ontario	21-01-2026	20-07-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 22.70	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

- Job details
- Employer: Donut Express
- Location: 189 Bay Street, Embrun, ON K0A 1W1
 - Work location: On site
 - Salary: 22.70 hourly / 40.00 hours per week
 - Terms of employment: Permanent employmentFull time
 - Starts as soon as possible
 - Vacancies: 1 vacancy

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

- Freight forwarding company
- Warehouse
- Manufacture
- Food processing industry

Responsibilities/Tasks

- Determine method of shipment
- Schedule distribution of goods
- Schedule transportation conveyances
- Prepare bills of lading, invoices and other shipping documents
- Assemble containers and crates
- Inspect and verify incoming goods against invoices or other documents
- Maintain internal record-keeping system
- Record shortages and reject damaged goods
- Route goods to appropriate storage areas
- Pack goods to be shipped
- Unpack goods received
- Affix identifying information and shipping instructions on shipments
- Oversee loading and unloading of goods
- Supervise material handlers and helpers

Credentials

Certificates, licences, memberships, and courses

- Forklift Operator Certification
- Narrow aisle forklift training

Experience and specialization

Equipment and machinery experience

- Dollies and hand trucks
- Industrial lift trucks and fork-lifts
- Pallet lifters

Additional information

Transportation/travel information

- Own transportation
- Valid driver's licence

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Repetitive tasks
- Handling heavy loads
- Physically demanding
- Bending, crouching, kneeling
- Large workload
- Standing for extended periods
- Tight deadlines

Weight handling

- Up to 23 kg (50 lbs)

Own tools/equipment

- Cellular phone

Personal suitability

- Accurate
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Initiative
- Judgement
- Organized
- Reliability
- Team player

How to apply

By email: office@donutexpress.ca