

Head Shipper

Belvent Mftg Ltd.

Job ID
39132

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LOCATION	DATE POSTED	EXPIRY DATE	
10922 120 Street NW, Edmonton, AB Alberta	14-02-2026	13-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00/hr	1 year to less than 2 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Location: Edmonton, AB T5H 3P7

Work location: On site

Salary: 36.00 hourly / 40 hours per week

Terms of employment: Permanent employment/Full time

Start date: 2026-06-01

Benefits: Health benefits, Financial benefits, Other benefits
 vacancies1 vacancy

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

By email

wyb@telus.net

What you must include in your application:

Cover letter

Answers to the following screening questions:

Are you authorized to work in Canada?

Are you available to start on the date listed in the job posting?

Do you have experience working in this field?

Do you live near the job location?

Do you meet the language requirements listed in the job posting?

What might be required by the employer later in the hiring process:

Highest level of education and name of institution where it was completed

Proof of the requested certifications

References attesting experience

Job Description

Tasks:

Develop specific plans to prioritize

Organize tasks to accomplish the work

Oversee operational logistics of the organization

Plan and organize operational logistics of the organization

Co-ordinate activities with other work units or departments

Prepare and submit reports

Ensure smooth operation of computer equipment and machinery

Arrange for maintenance and repair work

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Recruit and hire staff

Train workers in duties and policies

Arrange training for staff

Conduct performance reviews

Co-ordinate, assign and review work

Requisition or order materials, equipment and supplies

Organize and maintain inventory

Select type and size of pipe required

Complete documentation packages and drawing sets

Supervisory Experience

Pack items for shipping and distribution

Supervision:

3-4 people

Shippers and receivers

Credentials:

Certificates, licences, memberships, and courses

First Aid Certificate

Forklift Operator Certification

Experience and specialization:

Computer and technology knowledge

MS Excel

MS PowerPoint

MS Word

Service experience:

Heating, ventilation and air conditioning (HVAC) system

Planning specialization

Waste management

Specialization or experience

Specialized environmental skills and knowledge

Area of specialization:

Shipping and receiving

Additional information:

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Tight deadlines

Handling heavy loads

Attention to detail

Weight handling

Up to 23 kg (50 lbs)

Own tools/equipment

Cellular phone

Steel-toed safety boots

Personal suitability:

Accurate

Client focus

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Initiative

Judgement

Organized

Reliability

Team player

Analytical

Proactive

Health benefits:

Dental plan

Disability benefits

Health care plan

Financial benefits:

Life insurance

Other benefits:

Free parking available

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