

Warehouse Material Handler

Based in Toronto, Ontario, Fortran Traffic Systems Ltd. is a leader in the North American traffic industry, providing totally integrated, turnkey transportation solutions. Fortran offers its clients the benefits of its research and development, proven technology, experience and an established track record of working solutions. Fortran offers a challenging environment that fosters creativity and rewards excellence.

We are currently looking for a Warehouse Material Handler to deliver the desired customer service experience. The goal is to drive service success that improves customer satisfaction, maximizes customer retention and increases profitability.

PRIMARY RESPONSIBILITIES:

1. Perform order picking and shipping functions, ensuring that orders are completed on time.
2. Contact carriers via phone and or online for pickups
3. Prepare waybills, packing slips
4. Packaging of customer items using packaging materials & equipment.
5. Ensure all products being shipped and received are packed per approved procedures to avoid damage.
6. Maintain and Complete all required Shipping/Receiving Documentation.
7. Maintain a clean and safe warehouse environment.
8. Quality inspection and verification of pieces being sent or received
9. Track and organize all inventory
10. Complete an inventory count bi-weekly / monthly and make necessary reports
11. Being customer oriented on the phone and in the shop.
12. Assemble containers and crates, pack goods to be shipped, and attach packing slips
13. Inspect and count items that are received, ensuring accuracy
14. Route received goods to appropriate personnel & departments
15. Unpack received goods into appropriate storage areas
16. Fill out forms for damaged and returned items and route them correctly
17. Analyze and update Hold Shelf to maintain tidiness and organization
18. Some Weekend work may be required.
19. Other duties as assigned (the above duties are representative but not all inclusive).

Knowledge/Experience:

1. Required to be self motivated, good people skills are a must.
2. Ability to asses a situation and find the logical answer.
3. Detail oriented and organized, with excellent follow up skills.
4. Min 3yrs experience working in a Materials Handler or Shipper Receiver role
5. Decision making skills. Strong communication skills – by telephone and in person
6. Use general, impact, power and air tools and airlines
7. Operate powered mobile equipment such as forklifts and reaches preferred. Training can be provided in-house.
8. A friendly, outgoing personality and ability to work with individuals, groups and other organizations to carry out goals of the organization

9. Perform all work in a safe manner, following work instructions and / or safe operating procedures

Skills and Personal Suitability:

1. Good Computer Skills
2. Good Mechanical Skills
3. Good organizational skills required.
4. Must have a valid Driver's License
5. Excellent verbal and written English communication skills are required.
6. Ability to work independently as well as part of a team
7. Ability to multi task on multiple jobs
8. Attention to detail
9. Creative

Full product training will be provided to the successful candidate. We also offer a competitive salary and benefit package.

Regular hours are from 7:00am – 4:00pm (Monday – Friday)

Please forward your resume, showing how you meet the qualifications listed above, to the email address below. We thank all applicants for their interest but only those selected for an interview will be contacted.

Please forward your resume via email to:

resumes@fortrantraffic.com

Please note Warehouse Material Handler on the Subject Header