

WE ARE HIRING

► Shipping and receiving clerk ◀

St-Stanislas • Montréal • Québec • Industriel
Alma • Candiac • Sherbrooke • Toronto • Winnipeg

► Visit the **CAREER** section at adfdiesel.com and join our team! ◀

For over 40 years, ADF Diesel has been a family-owned business recognized as a leader in diesel mechanics across Canada. With 10 branches nationwide, we offer the most comprehensive range of products and services in our industry. Constantly growing, our **Montreal** branch is currently looking for a **SHIPPING AND RECEIVING CLERK** to join our team.

A CONCRET OVERVIEW OF YOUR DAILY ROLE

- Verify that received goods match the purchase order and packing slip;
- Package products carefully to avoid damage during transport;
- Complete delivery slips for all parcels, including accurate weight information;
- Prepare shipping documents and coordinate with transport companies;
- Receive incoming merchandise;
- Operate a forklift as needed;
- Stock items on shelves and maintain proper organization;
- Pick and prepare merchandise orders;
- Monitor inventory and ensure proper follow-up on inventory reports.

REQUIREMENTS AND QUALIFICATIONS

- A combination of relevant experience and education may also be considered.

WHAT WILL MAKE YOU SUCCESSFUL IN THIS ROLE

- Excellent judgment and autonomy;
- Forklift operator certification (an asset);
- Strong time and priority management skills.

LOCATION

2355, boulevard Hymus,
Dorval (Qc)

WORK CONDITIONS

Salary offered :

Starting salary based on
experience, beginning at
\$22/hour

Benefits :

Group insurance, DPSP (Deferred
Profit Sharing Plan), work-life
balance support, provided
workwear and more

Position status :

Full-time, 40 hours/week, Day
shift, Monday to Friday

Employment Duration :

Permanent position

TO APPLY

Come realize your full potential
with ADF Diesel!

Please send your resume by email
to: cv@adfdiesel.com

This job description is not exhaustive, as the employee may be assigned other related duties necessary for the performance of their functions.

The masculine gender used in this document is solely for the purpose of simplifying the text.

We thank you for your interest in our company. Please note that only selected candidates will be contacted.