



Shipping/Receiving Administrator- Quality Control

Location: Great Sudbury Area

Apply by sending your resume to: jobs@lopesltd.com

Lopes offers competitive wages, professional development, health and dental benefits 100% covered by Lopes, RRSP contribution, great work environment and a fulfilling career with advantage of continual growth.

A **Shipping/Receiving Administrator at Lopes Limited** is responsible to receive and process the paperwork related to incoming and outgoing shipments and direct their inflow/outflow using the inventory management system.

This is an entry level position supporting mainly the Quality Control department and could lead to career advancement within Industrial Quality Control.

FUNCTIONS/RESPONSIBILITIES

- Inspect and receive all material/loads needing Quality Control inspections
- Cross reference between materials/loads received with industry standards (MTR)
- Create receiving reports and properly filing them
- Update Purchase Orders with packing slips
- Verify steel loads to packing slips and take pictures of loads before shipping
- Update and manage company equipment & small tools database (tool & equipment inventory)
- Perform additional assignments and responsibilities as assumed or requested by supervision.

REQUIRED QUALIFICATIONS

- Strong data entry skills and attention to detail
- Experience in warehousing and/or shipping receiving duties is an asset
- Must be able to work under tight deadlines
- Must have multitasking skills



- Must be able to communicate professionally with other employees, management, and customers via phone and/or electronic communications
- Strong mathematics skills/read a measuring tape

PHYSICAL REQUIREMENTS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee will be required to remember and understand certain instructions, guidelines or other information. The employee must be able to see and verbally communicate. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee will be required to move frequently, stand up and walk for extended period of time and sit. The employee is frequently required to use hands to touch, handle, and feel, and to reach with hands and arms. The employee must be able to regularly lift and/or move up to 40lbs/19kg.

ABOUT US

Lopes Limited delivers excellence in industrial construction, maintenance and fabrication. Lopes offers services ranging from custom and structural steel fabrication to piping, electrical, ventilation & dust collection systems, scaffolding and structural steel erection.

Please note that applicants must be legally entitled to work in Canada.

Lopes is committed to the principle of equity in employment. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.
