

Grow with Univar Solutions

Shipping Clerk Agriculture Full Time

Location: Winnipeg, Hervo

Univar Canada is the leading distributor of chemistry and related innovative products and services in Canada. We provide more chemical products and related services than any other company in the marketplace. Our wide distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers. Univar Agriculture strategically partners with leading agribusinesses worldwide to enable independent retailers across the country to provide integrated crop solutions to Canadian farmers.

Safety is our first priority, both the starting point and foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

To read more about our successes and what we do, please visit: www.univar.com.

We are looking for a Full time Shipping Clerk to join our busy team.

Responsibilities:

- Schedules truckloads delivering and receiving product on a daily basis
- Ensures necessary documents are complete, accurate and accounted for as per established processes
- Point person for shipping and receiving of products.
- Assist with inventory reconciliation and cycle counts.
- Maintain accuracy of records through daily, weekly and monthly reporting
- Create Bills of Lading for shipments
- Providing appropriate paperwork to carriers
- Perform clerical duties, such as filing
- Ability to lift 40lbs.
- Inbound and outbound receiving work duties as instructed
- Other duties as required

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Qualifications:

- Knowledge and abilities equivalent to high school education plus related work experience of 1 year
- Attention to detail
- Clerical & computer skills
- Proven ability to manage multiple tasks and tight timelines in a professional manner
- Strong analytical, problem solving and decision-making skills working in a team environment are required. Good verbal and written communication skills and able to read, write and communicate well in English.
- Excellent interpersonal and organizational skills.
- Warehouse experience considered an asset
- TDG training considered an asset
- Forklift training considered an asset

Univar is widely recognized as having the best people in the chemical industry – people who are totally dedicated to meeting customers' requirements the first time and every time. We encourage you to join our team.

To Apply: Please send your resume in Word or PDF format to UnivarCAAgJobs@univar.com. Please indicate the job title and location (i.e. Shipping Clerk-Hervo) in the subject line of your email. Candidates are subject to a background check.

We thank you for your interest in careers at Univar.