

### **EXTERNAL JOB POSTING**

#### **NOC1521 – Shippers and receivers**

##### **Supply chain assistant**

We are looking for a supply chain assistant to perform the following duties:

- Determine method of shipment and arrange shipping; prepare bills of lading, customs forms, invoices and other shipping documents manually or by computer
- Assemble containers and crates, record contents manually or by computer, pack goods to be shipped and affix identifying information and shipping instructions
- Oversee loading and unloading of goods from trucks or other conveyances
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods
- Unpack, code and route goods to appropriate storage areas
- Maintain internal, manual or computerized record-keeping systems
- May operate forklift, hand truck or other equipment to load, unload, transport and store goods.

#### **NOC1521 – Shippers and receivers**

##### **Supply chain coordinator**

We are looking for a supply chain coordinator to perform the following duties:

- Compile detailed worksheets and specifications from customer's order
- Estimate type and quantity of materials and labour required for production, construction and other projects
- Consult with production supervisor to schedule production runs in a cost and time-efficient manner
- Meet regularly with other production clerks, warehouse, production and construction supervisors and purchasing and inventory clerks to co-ordinate activities between warehouses and production floors or construction sites
- Co-ordinate and monitor logistics of the movement of parts, supplies and materials within an establishment and ensure that supplies, materials and products are shipped and received on schedule
- Prepare and maintain various reports on the progress of work, materials used, rates of production and other production information, using manual or computerized systems.

**Job Type:** Full-time

Etobicoke (near Go train Mimico)

**Required experience:**

- 1 to 2 years of work experience
- 17-21\$ depending on experience

**Manufacturing company located at Etobicoke (Mimico Go train)**

**To apply for this job, please contact Kartini @ 416-996-1352 or Tel: 416-467-0126 x1222  
and Email: [kahamat@tno-toronto.org](mailto:kahamat@tno-toronto.org)**



**TNO-The Neighbourhood Organization**

**EMPLOYMENT SERVICES**