



Architectural Millwork

LTR Industries is currently looking for a **Shipper/Receiver** to join our growing team. Reporting directly to the Production Manager, you will bring knowledge and a strong ethic.

ABOUT US:

- LTR Industries (Ottawa) Limited supplies Commercial Millwork to the general construction industry, Interior Designers and individual commercial/residential clients and offer complete design/build services, or pre-costed tendered jobs.
- LTR Industries' one-stop-shop approach makes excellent architectural millwork a seamless and painless experience for architects, general contractors, interior designers, and commercial enterprises.

WHY WORK WITH US:

- A high-paced and creative environment, where all team members have an opportunity to contribute. Our employees have the freedom to present new ideas and find creative solutions to help us drive our growth and continuous improvement model.
- Recently added a 25,000 sq feet State of the Art facility with a focus on Employee comfort and Safety.
- We're a family first company, that goes above and beyond for its family (employees) by providing a working environment that is value driven and focused on doing worthwhile work.
- We are a company that supports life-long learning. We support your personal and career development. We provide in-house courses, extensive training, and many other resources to enable our employees to achieve their personal goals and be successful in their careers.
- We believe in your potential. If you're looking to develop your expertise with learning opportunities and mentoring, we'll make that happen. Your growth path is in your hands, and you'll have ongoing meetings with your manager to help determine your path.

ADDRESS

2610 Rideau Road, ON K1X
1A1

EMAIL

Mail@LTRIndustries.com

OFFICE

613-822-3376

LTRIndustries.com



- At LTR Industries, we understand that experience comes in many forms. We're dedicated to adding new perspectives to the team - so if your experience is close to what we're looking for, please consider applying.

RESPONSIBILITIES:

- Receive all product deliveries and maintain flow of inventory to the facility (sort and unpack product or materials, operate forklift to transport product to appropriate areas)
- Safely load, unload, move, ship, and receive product and inventory.
- Ensure accuracy and integrity of inventory received.
- Complete paperwork with attention to accuracy.
- Collaborates and communicates with other departments with regards to preparing inventory, inventory movement, delivery inquiries and concerns.
- Maintaining a safe and clean working environment.
- Handling and moving materials throughout the warehouse.
- Assisting production workers with day-to-day tasks.
- Adhere to and comply with all health and safety rules, regulations, and legislation.
- Other responsibilities as assigned by the Production Manager.

REQUIREMENTS:

- 1 to 5 years of shipping/receiving experience.
- Ability to read, analyze and interpret Architectural Millwork Drawings
- Forklift experience
- Ability to work independently and in a team environment.
- Ability to stand/walk during shifts, and frequently push, pull, squat, bend, and reach.
- Attention to detail and a commitment to a high-quality standard.
- Good time management skills.
- Critical thinking with the ability to trouble shoot and develop creative solutions.
- Ability to lift 50 pounds.

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- Strong communication skills
- Excellent time management skills
- Able to work under pressure.
- Familiar with a shop environment
- Must be hard working and reliable.
- Must have own vehicle, not on transit route.

JOB TYPE:

- Full-time, Permanent

BENEFITS:

- Company events – (Fun BBQ, Christmas parties, Celebrating birthdays)
- Dental care
- Extended health care
- On-site parking
- Vision care

We provide a team atmosphere that fosters growth and critical thinking. Competitive compensation and a comprehensive benefit package await the right candidate.

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