

About the ERA group

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We are a well-established manufacturing and distribution company specializing in the production and distribution of products for national retailers and high-volume e-commerce platforms. Our operations support major retailers, including Amazon, Walmart, and Canadian Tire. We are currently seeking a reliable and detail-oriented **Shipping & Receiving Clerk** to support our warehouse and distribution operations.

Position Summary

The **Shipping & Receiving Clerk** is responsible for receiving, inspecting, storing, and shipping products from our manufacturing and distribution operations while ensuring inventory accuracy. This position requires experience in a high-volume warehouse environment and a strong understanding of the compliance requirements of major retail customers.

Key Responsibilities

- Receive incoming shipments and verify quantities, SKUs, and product condition against packing slips, purchase orders, and shipping notices.
- Prepare customer orders for retailers such as Amazon, Walmart, and Canadian Tire in accordance with their routing guides and compliance requirements.
- Package, label, and palletize manufactured products according to customer-specific specifications.
- Process inventory transactions in the warehouse or inventory management system.
- Coordinate shipments with carriers, drivers, and internal departments.
- Load and unload merchandise manually or using material handling equipment.
- Identify and report damaged, missing, or non-conforming products.
- Maintain a clean, organized, and safe warehouse environment.
- Participate in cycle counts and physical inventory counts.
- Follow all company health and safety procedures at all times.

Job Requirements

- High school diploma or equivalent.
- Minimum of 3 years of experience in shipping and receiving or warehouse operations.
- Experience working with major retailers such as Amazon, Walmart, Canadian Tire, or similar customers.
- Knowledge of retailer compliance requirements, including labeling, Advance Shipping Notices (ASN), and routing guides.
- Basic computer skills, including inventory management systems, email, and data entry.
- Strong attention to detail and excellent organizational skills.
- Ability to work independently as well as part of a team.
- Ability to lift and carry up to 25–50 lbs.

Preferred Qualifications

- Forklift certification or experience operating forklifts and pallet jacks.
- Experience in a manufacturing and distribution environment.
- Experience in high-volume distribution or e-commerce fulfillment.
- Bilingualism (French required; functional English is an asset).

Working Conditions

- Warehouse and manufacturing environment.
- Standing, walking, lifting, and repetitive tasks throughout the workday.
- Overtime may be required during peak periods.

What We Offer

- Competitive hourly wage based on experience.
- Comprehensive group benefits package.
- Paid vacation and statutory holidays.
- Stable, long-term employment.
- On-the-job training and opportunities for career growth.