



SHIPPING AND RECEIVING CLERK

City: **Kelowna**

Province: British Columbia

Carson Air Ltd. is a dynamic, growing aviation Company headquartered in Kelowna, BC with bases in Vancouver and Calgary. Focusing on safety, flight operations, flight school training and aircraft maintenance our Company has been known for providing **uninterrupted** essential services for more than 25 years.

This Monday to Friday full time position requires excellent multi-tasking, organizational and customer service skills. The successful candidate must have the ability to work as a team with a positive, professional attitude, being responsible to provide positive and professional customer support to maintenance group by ensuring all ordered parts and materials are shipped and received in a safe, accurate and timely manner along with all required documentation.

The wage range for this position starts at 19.00/hour and additional considerations will be given to the successful candidate depending on the experience, education and skills related to the position.

Required Education, experience and skills

- Grade 12
- Willing to take initiative to make personal and organizational improvements
- Demonstrated organizational skills and attention to detail
- Able to work effectively independently and as part of a team
- Intermediate computer skills and familiarity with Internet
- Highly effective oral and written communication skills

Preference will be given to candidates with:

- Forklift certification
- Valid level 1 First Aid ticket
- WHIMS training
- Transportation of Dangerous Goods training
- Basic Book keeping and computer skills for a shipping –receiving environment

We achieve professional excellence and strong reputation by offering a competitive compensation package inclusive of:

- Career growth opportunities
- Competitive salaries
- Annual Performance and wage reviews
- Extended health and dental benefit plans
- Family Assistance Program
- RRSP

The lists above are intended to provide the candidate with a general overview of the nature of their role within the company. The lists do not contain all duties and responsibilities which will be required of the candidate.

If you are interested in working in a fast paced, challenging and rewarding environment. Please submit your resume to careers@carsonair.com with subject SHIPPING AND RECEIVING CLERK before the **Closing day October 8th, 2021**

Short listed candidates for the position will be contacted directly. Carson Air is an equal opportunity employer and offers a competitive compensation package. Thank you for your interest in Carson Air.