

## Shipper / Receiver, Bassano

### **Our Company**

Gentherm Global Power Technologies (GPT) is the world's leading manufacturer and distributor of Thermoelectric Generators (TEG's) and a leading supplier of Remote Power Systems. The Company's products are used extensively in the oil and gas industry as well as for telecommunications, security and surveillance and military applications. With sales into 50 countries, GPT has been providing reliable solutions for critical remote power applications around the world since 1975.

We are looking for energetic and dedicated individuals to join our GPT team. You will be a part of a positive, respectful environment where we take genuine pride in all that we do and are passionate about ensuring the success of our customers and our employees.

### **Job Purpose**

As a member of the Materials Management team, this position will receive and ship all materials at GPT's Bassano Manufacturing Plant and provide documentation support for all receivables and shipments. This position is to be aware of the Environmental, Health & Safety (EH&S) procedures, rules and regulations.

### **Key Responsibilities and Duties**

- Maintain the flow of paperwork and materials and keep accurate receiving and shipping records
- Assuming full ownership of critical inventory-related functions
- Prepare documentation such as waybill, bills of lading, customs invoices and associated documentation, labels and other paper work as required for shipments inbound and outbound from Canada, the USA and international countries and working with internal Export Control department
- Contact logistics companies to schedule transportation and competitive pricing for pickups and deliveries – will be with 3rd party logistics companies of customers or preferred suppliers
- Ability to plan and coordinate shipments
- Providing support to purchasing as required
- Maintain a document control system for all goods received
- Unload and verify condition and quantities on all incoming goods
- Resolve all discrepancies immediately at the point of receipt with either the vendor and/or the Purchaser
- Maintain relationships with transport carriers and vendors
- Provide timely documentation to finance
- Follow defined procedures for Goods Returned
- Maintain a material storage system using defined procedures
- Stock all incoming materials, according to storage location
- Clearly identify item numbers where required for storage
- Coordinate the movement of materials in and out of incoming inspection and to stock
- Assist other departments as required

### **Qualifications and Skills**

- Minimum of 2 years shipping and receiving experience in a manufacturing environment
- Enrollment or willing to enroll in supply chain and logistics programs and professional designations such as CSCP, SCMP, P.LOG, CLTD would be an asset
- Good knowledge of Incoterms
- Experience preparing waybills, bills of lading, customs invoices, and labels for shipments inbound and outbound from Canada, the USA and international countries
- Excellent communication and interpersonal skills
- Excellent typing and data entry skills
- Microsoft Office with Excel and Word skills
- Self-starter with strong attention to detail
- Solid understanding of planning functions within an integrated information system
- Experience with inventory and warehouse control systems
- Forklift operation experience

### **What We Offer**

At Gentherm Global Power Technologies we care about the personal job satisfaction of our employees. We recognize the wide variety of factors that contribute to this satisfaction and encourage work life balance. Along with competitive compensation and benefits packages, we offer a respectful work environment, one which provides our employees with valuable learning experiences and career growth opportunities.

### **To Apply**

Please submit your resume and cover letter to [HR@gentherm.com](mailto:HR@gentherm.com) quoting the job title in the subject line and tell us why you are the best candidate for the job. We thank all applicants for their interest, however due to the volume of anticipated applications, we will be responding only to those candidates who are shortlisted.