



Shipper/Receiver/Delivery Driver

Build More Than Just A Career

Our people are our success. They are also adventure-seekers and difference-makers who are committed to a shared vision – to offer the best of the best in project delivery services. When you join ONEC, you join a community that seeks to help you build more than just a career. You will build working relationships and partnerships that become friendships, build ideas that become realities and build skills that help you grow personally and professionally. We want you to love what you do so that together we can do great things.

About ONEC

ONEC Group has been building projects in Western Canada for over 20 years. As an EPC and EPCM provider, our services include multidisciplinary project services including project & construction management, engineering & design, procurement & logistics, geomatics & survey, fabrication & construction, mechanical & electrical installation, and scaffolding & insulation. We are the only mid-sized firm in our industry that offers this collective expertise under one roof. Because of our company's size, clients get to know our team and always work with the same people, resulting in stronger working relationships and efficiency. We are agile in our approach to project delivery because we are able to pivot quickly and adjust our standard processes to suit specific clients' needs. ONEC believes in local leadership and we engage top talent from the communities we work in. We understand that local knowledge and presence are key to not only our overall business success but the economic success of the communities we work in.

Career Details

Job Title: Shipper/Receiver/Delivery Driver

Number of Openings: 1

Job Type: Full-Time/Permanent

Shift: 40hrs/week; flexible for overtime when required

Minimum Level of Education: High School Diploma

Years of Related Experience: 7+

Locations to be Supported: Fort Saskatchewan, AB, Edmonton, AB, and surrounding areas

Office Location: Fort Saskatchewan

Application Deadline: Until Filled

Position Summary

Located at our Fort Saskatchewan Shop, the successful candidate will report to the Materials Coordinator. Applicants require 7+ years of experience in the mechanical piping and structural industry. Primary responsibility is to handle all aspects of physical goods and materials arriving at the shop, including tasks such as unloading, receiving, validating, labeling, distributing, storing, and monitoring levels of supplies. The successful candidate will be required to assist with data entry and to haul loaded trailers to various locations as required, adhering to all Provincial Road Laws and ONEC Safety protocol. The candidate must be professional, respectful, and consider safety as the priority in this role.

Other responsibilities include:

- Loading, unloading, and moving products and materials by hand or with basic material handling equipment.
- Physically receiving materials.
- Inspecting and verifying incoming goods against invoices watching for shortages and damages.
- Labelling, wrapping, packing, unpacking, sorting, and stacking goods of various types & sizes.
- Assisting with maintaining excellent organization of inventory.
- Assisting with the maintenance of inventory control daily & annually.

- Maintaining yard and shop appearance as assigned.
- Transporting materials and goods, such as pipe, equipment, sea cans, large & small boxes, etc.
- Assisting with method of shipment, prepare bills of lading, invoices, and other shipping documents.
- Data entry for maintaining internal record keeping.
- Tracking orders, materials, and services to ensure timely and accurate deliveries are executed.
- Assisting in obtaining vendor estimates, confirmation of orders and various other vendor related activity.
- Directing order purchasing.
- Assisting with preparation of purchase orders.
- Maintaining good vendor relations and portray excellent ONEC representation while on vendor deliveries.
- Answering the phone, responding to e-mails, maintaining files, and supporting other ONEC teams as assigned.

Our Ideal Candidate

- Grade 12 High School Diploma.
- 10 years of applicable experience.
- Must have a valid class 5 Driver's License, with a clean driving record.
- 5-year clean abstract must be provided.
- Candidate must be 25yrs or older due to insurance purposes.
- Must have experience in hauling & loading trailers.
- Forklift certification and experience is an asset.
- Mechanically inclined is an asset.
- CSTS 2020 & WHMIS required.
- Must be capable of physical labour.
- Good written and oral communication skills.
- Basic computer efficiency skills required with experience in Microsoft Excel.
- Experience Enterprise Resource Management (ERM) system an asset.
- Attention to detail and the ability to meet quality standards.
- Organizational and time management skills.

Application Instructions

ONEC Group is an equal opportunity employer. Positions are filled by means of open competition where the selection is based on job-related skills, training, experience, and suitability. Final candidates will be asked to provide references. The results of the reference check must be acceptable to ONEC Group. We also consider different experience levels and knowledge and candidates with less experience may be considered for lower-level positions.

We thank all applicants in advance however only individuals selected for interviews will be contacted.

ONEC Group accepts resumes via online application at <http://onecgroup.com/careers/> or via email at hr@onecgroup.com. Please only submit in Word format.