



Hallmark

Position: Shipper / Receiver

Location: Nisku, Alberta

Key Responsibilities:

- Will be a proactive employee who will have a comprehensive knowledge of oilfield equipment and OCTG accessories as well as a solid background in oilfield shipping receiving.
- Managing the handling and warehousing of materials and finished goods.
- Responsible for receiving and inspecting incoming goods; maintaining and security of physical storage and handling systems in the warehouse; order filling and shipment of product; maintaining accurate receiving, inventory and shipping records; monitoring warehouse labor productivity.
- Unloading all incoming equipment and materials for ongoing operations and orders moving through the HITS warehouse facility upon direction from Inventory.
- Loading all out going materials for ongoing operations and orders moving through the HITS warehouse facility upon direction from Inventory.
- Handling all incoming or out going materials in a safety conscious and efficient manner.
- Documenting all movements into the warehouse utilizing existing forms and procedures and delivering this paperwork to inventory for inputting into the Pelican inventory control system.
- Packaging and or loading all out going materials in such a way that it meets or exceeds all Hallmark Tubulars policies, procedures, safety and or quality control requirements whatever they may be at the time of shipment.
- Ensure that all materials are stored in a neat and organized fashion and that pallets and crating are suitable to support the material stored on them.
- Ensure that all material counts for incoming and outgoing material are accurate.
- Keep the warehouse clean and tidy.
- Ensure all paperwork for Inventory control is complete and handed in at the end of each working day.
- Ensure that everything that can be made ready for shipment (shipping notice from Inventory is given) is set up prior to a weekend or evening.
- Ensure that all safety policies and procedures are followed by all persons entering the warehouse.
- Inspection of the overhead crane and warehouse forklifts daily and monthly inspections are carried out on the overhead crane. All inspections and repairs to be documented. (remedial action)
- Ensure the complete shut down and lock out of the crane (where any inspection reveals any defect on the crane), until such time as certified repairs are complete.
- Ensure daily inspections are carried out on warehouse forklifts and organize periodic maintenance and or repairs as necessary. All inspections and or repairs to be documented. (remedial action)
- Ensure the complete shut down and lock out of any forklift (where inspection reveals a defect deemed to be a safety hazard), until such time as certified repairs are completed.

A career at Hallmark is demanding, but also rewarding. Our training programs are designed with employee development and growth in mind, and our benefits and compensation programs are recognized are considered more than competitive and adaptable to meet the needs of our employees.

To apply for this job, please send your resume to rfriesen@hallmarksolutions.ca.