



JOB POSTING



LOGISTIC CLERK CLASS 1

SG18-10

Canadian Royalties Inc. (CRI) owns large claims of nickel, copper, platinum and palladium in Nunavik (Northern Quebec). As part of its operations, CRI is looking for qualified and highly motivated talents to join its team.

EMPLOYMENT STATUS : PERMAMENT	NUMBER OF PERSONS TO BE RECRUITED: 1
DEPARTMENT: General Services	WORK LOCATION: EXPO SITE
WORK SCHEDULE: The normal work schedule is on a rotation of 6 weeks: 3 weeks worked (77 hours per week, 7 days a week) followed by 3 weeks of rest.	
POSTING PERIOD: FROM FEBRUARY 28TH TO MARCH 14TH, 2018	

SUMMARY OF RESPONSIBILITIES:

Reporting to the Warehouse supervisor, his mains responsibilities are:

- Check packaging and labeling of lots for shipment to the South ;
- Check if shipment documents (Packing Slips & Purchase Orders) correspond to material actually received. Enters quantities received in the Guide Ti system;
- Check if quantities and products received correspond to what appears on purchase orders in Guide Ti;
- Prepare aerial shipments to facilitate the loading of the aircraft from the site;
- Checks, supervises and corrects the stowage of material in containers and on jet pallets;
- Pack and check the packaging and labeling of dangerous goods shipped south;
- Prepare transport manifests, bills of lading and hazardous materials declaration.
- Communicate with customers on the site and contractors for road freight transport to and from Deception Bay.

REQUIRED QUALIFICATIONS

- High School diploma or equivalent;
- Between 5 to 8 years of relevant experience;
- Strong knowledge expertise and understanding of the tasks related to customs, traffic and logistics as maritime and land;
- Keen sense of customer service in collaboration with peers; excellent communication and it has all levels especially with peers;
- Strong knowledge of Canadian regulations governing the transportation of hazardous materials;
- Ability to manage multitasking and pressure levels can be very high;
- Knowledge of Guide Ti and Microsoft Office is an asset;
- Valid driver's license and successful handling of handling equipment;
- Must be able to lift heavy weights (45 lbs);
- Bilingual (English / French) is essential.

SKILLS AND APITITUDES

- Respect for compliance with regulations, health and safety rules, and the environment ;
- Willing to work in an multicultural team and environment ;
- Skills in developing and maintaining good interpersonal relations and customer approach ;
- Attitudes sought in general: dynamic, autonomous, positive, flexible, versatile and strong sense of the organizational work;
- Able to work well under pressure;
- Experience working in the North or a remote area is an asset.

Interested persons who wish to apply for this job must send their resume complete with a letter of motivation and all pertinent skills and job attestations by email to emplois@canadianroyalties.com by

March 14th, 2018 at 4:00pm.

Only the persons selected for an interview will be contacted.