

About Us:

Trinity Aerospace was founded in 2000 primarily as a sheet metal fabrication shop. Over the years we have vertically integrated to include assembly, some processing, heat treatment, and machining.

In 2013 Trinity Aerospace entered into a joint venture with Altitude Aerospace to acquire DICI Industries, a machining and assembly facility located in Montreal, QC. This allows us to also offer the additional services of CNC precision machining and aerospace engineering services through our partner companies.

In our 30,000 sq. ft. modern facility, located in Mississauga, ON, we have state of the art equipment to fabricate simple or complex sheet metal parts up to 48" x 144" depending on part configuration. Our dedicated production team consists of "artisans" that are supported by a robust team of professionals.

Trinity prides itself on a quicker than normal turnaround time and produces "one-off" and small to large production runs. Besides build to print, we also provide Design/Build solutions for prototype & certification.

Opportunity:

We have a great team and we are looking to add a **Shipper / Receiver**. The Shipper / Receiver will be responsible for preparing the necessary documents for exports and local shipments, coordinating the carriers, loading the trucks and receiving inbound shipments, ensuring on time deliveries. We are looking for an individual who is self-motivated, a quick learner and who is not afraid to ask questions.

What We Offer:

- Supportive, continuous learning and improvement mentality
- Leaders that will mentor you and encourage growth
- Pleasant, respectful, inclusive, family-oriented environment
- Total Rewards Package includes cost shared benefits with standard medical, dental and vision coverage, a health spending account, and competitive wages
- Annual employee events such as holiday parties
- First shift hours: Monday to Friday, 7:00am to 3:30pm

Key Responsibilities:

- Schedule and monitor pickup, delivery and distribution of products and materials
- Assist with the development and implementation of standard quality procedures for inbound and outbound shipments

- Act as primary point of contact for:
 - All small parcels
 - Ocean, rail, LTL and FTL carriers
 - All freight and customs brokers
- Pick and pack orders
- Receive and unpack incoming shipments
- Process all required paperwork and maintain adequate records for reporting and tracking
- Maintain filling of shipping documents
- Prepare and schedule shipments as assigned
- Schedule daily transportation needs with different carriers and couriers
- Oversee the secure and accurate loading and unloading of deliveries
- Track shipments and verify receipts of shipments as required
- Manage the inventory of shipping materials and supplies
- Develop and maintain the new freight vendor selection process
- Evaluate freight costs and margins
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated
- Monitor on-time shipments from partners
- Process all sales orders, receiving orders, packing slips and shipping documents, invoices
- Track sales in Mie Trak and track returns
- Input all sales, cost of sales and all related data into Peachtree Accounting software
- Participate in and verify inventory tracking, make adjustments, verify correct amounts are entered into the system
- Reviews and works with executive team on closing out monthly and yearly income statements
- Reconcile weekly and monthly carrier invoices against actual carrier activity, reviewing invoices for accurate costs and allocations
- Will involve lifting up to 50lbs, bending, twisting, and standing for most of the shift
- Other duties as assigned

What You Need to be Successful:

- 2 years of relevant experience as a Shipper / Receiver
- High school diploma
- Basic mathematical skills
- Proven ability to work under pressure in a busy and complex environment with minimal supervision
- Competent computer skills including typing skills, professional email communication and proficiency with Microsoft Office programs
- High level of accuracy and attention to detail
- Strong problem-solving skills with a focus on finding solutions



Trinity Aerospace

- Good verbal and written communication skills in English
- Positive attitude and team player
- Be safety minded

How to Apply:

If you are interested in joining the Trinity Aerospace team, please visit www.trinityaerocanada.com/careers to fill in an application and submit your resume.