



Shipper/Receiver

Q2 Artificial Lift Services (ALS) has 32 repair and service facilities located across the Canada and the U.S. Our service locations are supported by a world-class manufacturing operation (API & ISO Certified), plus a highly skilled engineering and optimization group.

Q2 ALS manufactures high quality individual pump parts in the Oil and Gas Industry. We offer a complete product line of barrels, plungers, fittings, accessories and heat treated tubing needed for downhole pump installations.

This position will be based at our Red Deer, Alberta Manufacturing Facility.

Responsibilities:

- Following and enforcing shipping/receiving procedure
- Ensuring incoming parts, supplies and other materials are inspected and verified to the original purchase order requirements,
- Ensuring any items that do not conform to requirements are identified and segregated to prevent their inadvertent use and all such incidents are reported to the Supervisor,
- Ensuring incoming supplies and materials are made available for other 3rd party shops as required in a timely manner and the associated paperwork to transfer these items is accurate and timely,
- Preparing documents and waybills and other associated paperwork fully, accurately and legibly,
- Packaging items for shipment in accordance with established procedures to ensure the items do not get damaged or lost during transport,
- Loading/unloading shipment to/from transport carriers, includes operating the forklift as required
- Expanding knowledge of company products and services, and
- Carrying out other job related tasks from time to time as assigned by a supervisor or request for assistance is received

Qualifications & Experience:

- 1 – 2 years of shipping/receiving experience.
- Experienced in use of cranes and forklifts
- Attention to detail and high quality
- Capable of lifting up to 50 lbs

Apply:

Please provide cover letter, resume, salary expectations, and references with attention to Human Resources.

We are an equal opportunity employer. We would like to thank everyone for their interest, however, only those candidates selected for an interview will be contacted.