



## Position overview

### Shipping Clerk - Forklift Operator

**CIF Métal Ltée stands as a North American leader in permanent aluminum casting. With two facilities situated in Thetford Mines and a workforce exceeding 160 employees, the company is recognized for its esteemed global clientele.**

**CIF Métal Ltée is undergoing consistent and rapid growth, providing a highly dynamic work environment. With ambitious growth objectives on the horizon, we are in search of a Shipping Clerk.**

Reporting to the Finishing, Machining, and Shipping Supervisor, you will have the opportunity to excel in a dynamic role and contribute to the company's success through the following responsibilities:

- Operate a forklift with safety to guarantee the proper handling of goods.
- Load and unload vehicles.
- Supply production and shipping zones in accordance with operational requirements.
- Store the products in their designated locations, adhering to the established storage standards.
- Prepare orders and confirm the accuracy of the items.
- Conduct the reception and examination of incoming products.
- Ensure a clean, safe, and organized work environment.
- Adhere to health and safety protocols in conjunction with company policies.

#### Requirements

- Pertinent experience as a forklift operator or in a warehouse setting.
- Valid forklift operator certification (an asset)
- Ability to operate a vehicle with a rem
- Capacity to lift loads and operate in a dynamic environment.
- Proficiency in comprehending and utilizing computers
- Organizational acumen, independence, and collaborative spirit.
- Rigorous compliance with safety standards.

#### The benefits of employment at CIF Métal:

- A comprehensive array of employee benefits, including group insurance and a registered retirement savings plan (RRSP) with employer contributions;
- Collaborative and team-focused work environment;
- The availability of management members, who consistently demonstrate attentiveness and receptiveness to employee suggestions;
- Social engagements, training sessions, and various other activities.

Submit your CV to the Human Resources team at [rh@cifmetal.com](mailto:rh@cifmetal.com)  
or visit us in person at 1760 Setlakwe, Thetford Mines.



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