



Employment Opportunity Warehouse Clerk

Nunatsiavut Marine Inc. (NMI) is seeking a person to fulfil a warehouse clerk position on a seasonal basis in Lewisporte, NL. NMI currently operates 2 service contracts with the Government of Newfoundland and Labrador for the Labrador Marine Service. The successful candidate would be responsible for, but not limited to, the following specific duties:

Responsibilities:

- Maintain a high level of customer service with shippers;
- Document unloading and loading of freight;
- Measure, weigh, sort, and organise incoming freight, while recording information relevant for billing purposes; enters data and prepares bills of lading;
- Prepare daily reports, ensuring accuracy and completeness;
- Schedule and confirm appointments for receiving freight from commercial shippers.
- File documents and other office duties as requested;
- Contribute to a team effort in completing daily tasks;
- Receive customer requests by phone and/or email;
- Record and report any notable damages to incoming or outgoing freight;
- Prepare manifests and load plans for vessels, ensuring accuracy and completeness.
- Collect fees for services rendered;
- Other duties as assigned by the employer.

Qualifications:

- Office administration course or equivalent experience;
- Previous experience working in a warehouse environment;
- Forklift operating certificate would be considered an asset;
- Knowledge in Microsoft Office Suite Applications and other relevant computer software, including excel;
- Positive attitude and productive member in a team environment.

Preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Qualified and interested candidates please forward your resumes by **June 22, 2018** to:

Email: careers@labradorferry.ca

Fax: 709-726-4605