



Shipping & Receiving Associate

Role Overview

We're looking for a **Shipping and Receiving Associate** to join our operations team. This role is key to keeping materials and finished equipment moving efficiently in and out of our facility. If you're organized, detail-oriented, and enjoy working in a fast-paced manufacturing environment, this could be a great fit.

What You'll Do

- Identify, organize, and prepare parts and materials for production and assembly teams
- Tag parts and maintain proper storage and inventory locations
- Prepare, package, and ship parts and equipment according to company and customer requirements
- Verify orders against shipping paperwork to ensure accuracy
- Coordinate outbound shipments with couriers and carriers (domestic and international)
- Communicate with internal teams and customers regarding delivery schedules
- Prepare shipping and customs documentation for international orders
- Receive, inspect, and document incoming materials and components
- Perform inventory counts for raw materials and finished goods
- Operate reach trucks and other material-handling equipment safely
- Maintain shipping supplies and keep work areas clean and safe
- Work closely with production, assembly, and logistics teams to meet deadlines

What You Bring

- Experience in shipping, receiving, or warehouse operations (manufacturing environment preferred)
- Strong attention to detail and organizational skills
- Ability to manage multiple priorities in a fast-paced setting
- Good communication and problem-solving skills
- Experience operating reach trucks, pump trucks, or walkies (certification an asset)
- Strong computer skills with required experience using Microsoft Excel

- Experience with Microsoft Dynamics 365 Business Central considered an asset
- A positive, team-first attitude and strong work ethic

About Us

TS Manufacturing is a family-owned Canadian company and global leader in automated machinery for the Sawmill & Bulk Material Handling industries. Based in Kawartha Lakes, we've been in business for over 50 years and recently expanded into an 80,000 sq. ft. state-of-the-art facility. In addition to serving customers across multiple continents, we proudly supply industrial products and services to local businesses and communities. Join our seasoned, multi-generational team and contribute to projects that support both local industry and global operations.

Applicants are encouraged to view our website, www.tsman.com as well as our YouTube channel <http://www.youtube.com/user/tsmanufacturing>.

Why Work With Us?

At TS Manufacturing, you're not just a number — you're part of the team. We offer:

- Competitive hourly pay: \$22-25, based on experience
- Company pension & comprehensive benefits (health, dental, life, disability)
- Overtime after 40 hours
- Stable, full-time employment with long-term career opportunities
- Modern, well-equipped facilities
- A supportive, family-oriented workplace with a global customer base

Apply Today

Please submit your resume to Careers@TSman.com

TS Manufacturing is committed to providing an inclusive and accessible workplace. Accommodations are available upon request throughout the hiring process.