



SANDER GEOPHYSICS

Position Title:	Shipping Student
Department:	Shipping and Building Maintenance
Location:	Ottawa office

SGL is recruiting a Shipping Co-op student to help in its shipping department. As part of the team, the Co-op student will have an opportunity to be involved in various aspects of the shipping role. This position is on-site, not remote.

Responsibilities

- Assist in creation and maintenance of shipping records;
- Assist in proper packing and shipping of items sent to the survey field location, or for repair/overhaul;
- Receive and distribute items arriving at SGL;
- Understand, comply and promote all company safety precautions and policies including reporting hazards and incidents encountered in daily operations;
- Transport equipment, furniture and supplies manually and/or using aides such as dollies and carts;
- Operate a motor vehicle to pick up, make deliveries and run various errands;
- Ensure the shipping area is clean and clear at all times;
- Understand, comply with and promote all company policies and procedures including reporting of hazards and incidents encountered in daily operations; and
- Other duties as assigned.

Qualifications and Experience

- Current enrollment at a postsecondary institution in a related discipline;
- Demonstrated high proficiency in LibreOffice and/or MS Word;
- Familiarity with database entry and Adobe Acrobat;
- Must be able to lift 50 lbs;
- Excellent organizational and communication skills (written and oral); and
- Ability to multitask, follow instructions and work with minimal supervision.

If you are interested or know a qualified person who would be interested, please forward their resume to careers@sgl.com. Please include the position title in the subject line of your email.

Sander Geophysics is an equal opportunity employer. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodation, contact Human Resources at careers@sgl.com prior to your interview. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.