



Delivery Driver & Logistics - Mississauga

Pylon Electronics Inc

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Mississauga, ON

Pylon Electronics Inc. is seeking an individual with the skills and qualifications to fill a full-time position as a Logistics (Shipper & Receiver) and Driver in our Mississauga facility. The successful candidate must have a valid driver's license with a clean driver's abstract and will need to be able to obtain a Government Security Clearance of Secret Level II.

Pylon Electronics Inc. is an ISO 17025-certified calibration facility supporting electronic and physical test equipment and is one of the largest Canadian Owned Calibration Laboratories. Pylon Electronics has a solid reputation in the repair and calibration of measuring instruments. We have six laboratories in Ottawa, Toronto, Dartmouth, Calgary, Edmonton, Richmond, and a Technical Sales office in Montreal, QC.

Job Summary:

The candidate will receive, ship, and deliver customer equipment promptly, adhering to our company procedures.

Responsibilities:

- Adhere to all company policies and procedures required by Quality and Procedures Manuals.
- Complete work promptly to ensure customer delivery expectations are met or exceeded.
- Receive, unpack, and inspect incoming shipments for damage or discrepancies.
- Review Purchase Orders for accuracy and special instructions.
- Performing data entry to receive customer jobs into the management system.
- Cleaning and moving equipment into the appropriate lab for calibration.
- Perform quality inspections to ensure customer equipment and order is complete.
- Package tools to ensure a safe return to the customer.
- Coordinate for pickup of tools either through customer or carrier.
- Communicate with other staff and customers professionally and productively.
- Maintain the order and cleanliness of the shipping and receiving area.
- Deliver equipment using a company vehicle.

**Qualifications:**

- Personable and likes to work with others.
- Proven experience as receiving clerk or similar position.
- Working knowledge of computer programs for entering data.
- Solid understanding of health and safety regulations.
- Basic math and recording abilities.
- Excellent organizational skills.
- Great communication and interpersonal abilities.
- Attention to detail.
- Able to lift over 50 lbs.
- Good physical condition.
- Security clearance will be required.
- Strong customer service skills.
- Maintain cleanliness standards.
- Work well in a team environment.
- Able to handle fragile inventory with care and respect.
- Positive and professional attitude.
- Well organized and attentive to details.
- Proven Time management skills.

Requirements:

- Class 5 driver license (6+ Years Experience).
- Must present current clean drivers abstract.
- Previous experience in a warehouse setting/truck driver is an asset.
- Security Clearance of Secret Level II.
- Must be able to obtain an Industrial Security Clearance of Secret Level II.
- Candidate must be able to pass a Controlled Goods Security Clearance.

Education:

- High School Diploma (or equivalent).
- Driver's License.

Job Type:

- Full-time
- Permanent

**Benefits:**

- Health Plan
- Dental care
- On-site parking
- Vision care

Schedule:

- Day shift
- Monday to Friday

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

Apply to:

- labate@pylonelectronics.com