



**MRO Services**  
Airframe Maintenance - Canada  
Windsor

## Quick AAR information / resources

**Website:** [aarcorp.com](http://aarcorp.com)

**Careers:** [aarcorp.com/careers](http://aarcorp.com/careers)

**Email:** [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com)

## Shipper

### The position

The Shipper reports to the Stores Supervisor and is responsible for shipping and recording the movement of parts, supplies, equipment and inventory. Other key responsibilities include:

- Determine method of shipment and make arrangements, prepare bills of lading, customer documents, invoices and other shipping documents, manually or by computer.
- Monitor the loading and unloading of goods from trucks and other vehicles.
- Monitor company packages from start to finish, ensuring proper packing techniques and shipping practices.
- Manage internal, manual and computerized record keeping systems.
- Operate, if necessary, a forklift, a hand truck or other equipment to load, unload, transport and store goods.
- Take inventory count when needed.
- Perform the filing of various purchase orders (PO) or other documents.
- Assist other departments, as required. Actively participate in AAR Windsor's Safety Management System (SMS) including reporting safety hazards and incidents encountered in daily operations; understands and promotes the company safety policy.

### Total rewards

As a team member, you receive:

- Pay Rate \$21.73 to \$27.00
- Comprehensive benefits package
- Profit Share
- RRSP Contribution – employee and employer
- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

## Performance objectives

- **Teamwork** – collaborates with colleagues to achieve results and is also comfortable working independently
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness
- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Quality orientation** – accomplishes tasks by considering all areas involved, no matter how detailed
- **Sound professional judgement** – applied to problem solving, analyzing and decision making

## Education and experience

- High School Diploma or equivalent
- Minimum 2 years' experience in a similar position
- Excellent organizational and time management skills
- Strong attention to detail
- Ability to work in a fast-paced environment
- Demonstrated ability to work independently and within a team environment
- Self-starter
- Ability to navigate through different carrier websites such as UPS, FedEx and Purolator
- Ability to lift up to 50 lbs
- Experience driving a forklift an asset
- Knowledge of Dangerous Goods an asset

Qualified applicants may email their resume to [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com) up to and including March 9, 2025.

**Please quote file #AAR-181.** Please submit your resume in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.