



SHIPPING CLERK

THE OPPORTUNITY

AMI Attachments is an industry leading North American manufacturer of quality, reliable attachments for excavators, backhoes, wheel loaders and other heavy construction equipment. With a head office and manufacturing facility in Ontario, west of Toronto in the Region of Waterloo, AMI Attachments serves the heavy equipment attachment market across Canada and the United States.

JOB SUMMARY

The Shipping Clerk is responsible for organizing and executing daily outbound shipments in alignment with customer requirements. This includes preparing and processing all necessary documentation for domestic and international shipments such as bills of lading, USMCA certificates, customs declarations (CERS), and commercial invoices. The role requires effective coordination with carriers, customers, internal departments, and customs brokers to ensure timely and accurate delivery of goods.

KEY RESPONSIBILITIES:

- Prepare and process shipping documentation including but not limited to: CERS entries, USMCA certificates, bills of lading, and commercial invoices.
- Determine appropriate method of shipment and schedule courier, LTL, or flatbed services in line with customer specifications.
- Maintain and update customer shipping preferences and specifications within internal systems.
- Collect quotes from carriers and coordinate transportation to ensure cost-effective and timely delivery.
- Accurately enter and maintain shipment data in the ERP system; update sales orders as needed.
- Approve and reconcile invoices from carriers and customs brokers.
- Maintain UPS, FedEx, and LTL shipping systems and records.
- Ensure shipment documentation is filed and stored accurately for audit and traceability purposes.
- Liaise with internal sales, logistics, and operations teams to prioritize orders and meet delivery deadlines.
- Report delays, issues, or discrepancies to the Logistics Manager and contribute to resolution efforts.
- Support continuous improvement initiatives within the shipping function.
- Perform other related duties as assigned to support the Shipping Department.

QUALIFICATIONS & SKILLS:

Education:

- High school diploma or equivalent required.
- College coursework in business administration or supply chain management preferred.

Experience:

- 1–2 years of experience in a shipping/receiving role in a manufacturing or logistics setting preferred.
- Experience with LTL, courier, and flatbed shipments across North America.

Skills:

- Strong problem-solving and judgment skills; ability to adapt to changing workflows and priorities.
- Excellent organizational, time management, and interpersonal communication skills.
- Knowledge of customs documentation and freight forwarding procedures.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook) and ERP systems.
- Attention to detail and ability to manage multiple shipments concurrently in a deadline-driven environment.

Working Conditions

- Primarily office-based with frequent interaction with warehouse operations.
- May be required to assist with physical packaging or documentation on the shop floor.

COMPENSATION

- Starting wage \$23-30.

Use our online application form, or email your cover letter and resume to: careers@amiattachments.com