



**ideal roofing**  
Company Ltd. Manufacturers

**idéal revêtement**  
Compagnie Itée, Manufacturiers

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Distribution Clerk

Job summary:

This position is responsible for clerical support to ensure the proper flow of documents and accurate record keeping, provides customer service and ensures the accuracy of all documentation.

Responsibilities:

The candidate will be responsible for courier will prepares all shipments and documentation for shipments via Fed Ex, Purolator and other couriers. The distribution clerk will verify and process drivers' expense summaries for payment. Open drivers' envelopes and distributes documentation to appropriate departments and persons. Other tasks and duties as assigned. The candidate will report to Fleet Manager.

Education: College or university education.

Bilingual: (French & English) Written & spoken obligatory.

Experience Computer skills: word excel, outlook

Possess experience in clerical and computer literate.

Interested candidates may forward their resumes by fax at 613-746-0520 or email to [jcgibeault@idealroofing.ca](mailto:jcgibeault@idealroofing.ca) no later than December 15<sup>th</sup>, 2017. No phone calls please.