



JGR Optics Inc. - Job Posting

Full-time Shipping and Receiving Coordinator – Ottawa, ON

Company Overview	Established in 2002, JGR has steadily grown to meet the test and measurement demands of the communications market. We have built solid relationships with our customers and are the trusted suppliers of equipment and calibration services to key industry players worldwide. We operate our fiberoptic production facility from the beautiful Canadian capital region of Ottawa, Ontario.
Position Overview	Reporting to the Production Manager, the Shipping and Receiving Coordinator is responsible for all incoming and outgoing shipments and will assist the production department during busy periods.
What We Offer	<ul style="list-style-type: none">• Competitive salary• Benefits• Gym membership• Flex-time• Free coffee and snacks• Positive work environment
Responsibilities	<ul style="list-style-type: none">• Pack and ship customer orders• Ensure outgoing shipments meet customer specification• Prepare paperwork in order for shipments to reach their worldwide destinations• Contact carrier representatives to arrange pick-ups• Receive materials as per company procedure• Kit and prepare components for production• Assist production team with various assembly tasks• Maintain a clean and safe work area• Perform other duties as assigned
Position Requirements	<ul style="list-style-type: none">• Great memory and attention to detail• Excellent analytical skills• Strong communication skills• Highly organized work ethic• Ability to be flexible and work as a member of a team• Good manual dexterity• Able to lift up to 50 lbs.• Basic computer skills in Microsoft Excel and Word

JGR Optics offers a dynamic work environment for talented individuals looking for employment in the field of fiberoptic communications.

For more information, visit our website at JGROptics.com. Applicants should submit a resume and cover letter to HumanResources@JGROptics.com. We would like to thank all who apply, however only those selected for an interview will be contacted. Thank you for your interest in joining our team!

JGR welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.