



JOB POSTING

About the Job

POSITION TITLE: Shipping Clerk
POSITION TYPE: Permanent
LOCATION: Kohl & Frisch Limited (Concord, ON)
DEPARTMENT: Shipping
HOURS OF WORK: Monday to Friday: 9:00am-5:30pm

About Us

Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

About the Role

The Shipping Clerk ensures that all Shipping documents are accounted for and filed properly.

The Shipping Clerk shall ensure operations are compliant to applicable GMP standards as defined by GUI-0001 "Good Manufacturing Practices" and GUI-0069 "Guidelines for Temperature Control of Drugs Products during Storage and Transportation".

What will you do?

- + Invoice in-town and out-of-town orders and print run-sheets
- + Review all invoiced loads (in LogPro) to ensure accurate billing of customers
- + Review all run-sheets for proper signature and accuracy of piece counts
- + Investigate discrepancies on orders, ensuring customers receive accurate shipments
- + Create manual run-sheets (e.g. special orders, returns refusals)
- + Re-enter run-sheets
- + Assist with the organization and preparation of Customer Return Authorization notices for Kohl and Frisch Drivers
- + Organize and prepare return refusals for K&F Drivers
- + Assist Shippers, Shipping Assistants and Material Handlers as required
- + Assist with the completion of bills of lading
- + File Shipping documents
- + Retrieving and scanning POD documents to Transportation
- + Initiating shipping discrepancy process upon return of orders

What you bring

- + Partial High School
- + 1 year or less of relevant experience
- + Strong attention to detail and accuracy.
- + Excellent interpersonal, communication and organizational skills.
- + Computer literacy
- + Ability to lift a minimum of 50 lbs
- + Achieved certification in Raymond Reach forklift and BT operations is an asset

What's in it for you?

The 2026 rate of pay for this position is \$22.53/hr.

Additional Compensation:

- Quarterly Incentive program
- Pension Plan (eligibility after 18 months service)

Benefits:

- Health, dental, vision (after 3 months)
- Personal Days
- Employee Assistance Program
- Opportunity for Professional Development
- Wellness programs
- Vacation Pay
- Exclusive memberships and discounts

How to Apply

If you are interested in applying, please submit a résumé by **Wednesday, March 18, 2026** to: recruitment@kohlandfrisch.com.

Please ensure you specify the job title, **Shipping Clerk – Concord** in the subject line of your email.

As part of our recruitment process we may use AI for initial screening and assisting in evaluating candidate qualifications. All final hiring decisions will be made by our recruitment team.

*Kohl & Frisch would like to thank all applicants for their interest. All applicants who received interviews will receive an update on their application status within **45 days** of applying. We value your interest in joining our team and strive to provide a timely, transparent hiring experience.*

Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.