

POSITION: SHIPPING COORDINATOR (Full Time With Benefits)		POSTING NO: 2018.10.31
DEPARTMENT:	Shipping	
REPORTS TO:	STORE MANAGER	
WORK LOCATION:	Dick's Lumber – Surrey	

Dick's Lumber in Surrey is looking for a professional, customer service driven and safety conscious individual to join our team as a Shipping Coordinator.

ACCOUNTABILITIES:

- Audits the accuracy of the sales orders with regards to quantity adjustments for correct invoicing, assignment of delivery vehicle identification, and accurate incoming, delivery and crane charges (according to the current fee schedule).
- Reviews delivery driver truck sheets for correct application of zone rates and crane charges daily.
- Reviews daily schedule of pre-booked outgoing deliveries.
- Completes outgoing shipping warehouse transfers and adjusts shipping quantities as necessary.
- Directs any discrepancies or variances to Head Shipper with rate discrepancies.
- Advises sales staff of incomplete shipments and enters the backorders when required.
- Informs purchasing staff of stock discrepancies of "no stock" items.
- Communicates to Head Shipper on a daily basis the delivery schedule backlog and next approximate delivery time.
- Completes all required documentation in an accurate and timely manner.
- Reconciles and prepares yard payroll hours for the Head Shipper to review.
- Ensures compliance of operational and safety policies and procedures at all times.
- Performs other job-related duties as required.

QUALIFICATIONS:

- Strong knowledge of computerized inventory systems.
- Professional, courteous and punctual with a focus on customer service.
- Must have a positive attitude and be a team player.
- Detail oriented with strong organizational skills.
- Ability to perform at a high level in a fast paced, demanding work environment.
- Good knowledge of computer applications relevant to a fast paced shipping environment.
- Ability to multi-task, prioritize and work efficiently with minimal supervision while meeting deadlines.
- Fluent in English (spoken and written) with excellent listening, communication and interpersonal skills.
- Experience and knowledge in this or a related industry is an asset.

WORKING CONDITIONS:

- Exposure to dust, dirt and extreme changes in temperature and weather when working outside.
- Moderate exposure to personal risk; safety boots are required.
- Busy, high volume environment.

POSTED ON:	2018.10.31
APPLICATION DEADLINE:	Until Filled

If you are interested in the position, please submit a copy of your resume and cover letter via e-mail to jobs@dickslumber.com quoting posting number 2018.10.31 in the subject line of the email.

****Internal Applicants: please advise your supervisor that you have applied for this posting**.**