

POSITION: SHIPPING COORDINATOR (Full Time Position with Benefits. Availability required: Monday – Saturday)		POSTING NO: 2019.0826.01
DEPARTMENT:	Yard	
REPORTS TO:	Facility Manager	
WORK LOCATION:	Dick's Lumber Distribution – Port Kells	

Dick's Lumber Distribution in Port Kells is looking for an organized, detail oriented, team player to join our team as a Shipping Coordinator.

ACCOUNTABILITIES:

- Dispatches staff to build orders and load internal customers in the yard
- Performs shipping duties as required for inbound and outbound trucks while dealing with deliveries and stock transfers.
- Performs receiving, administrative and clerical duties (such as payroll and inventory preparation) as required and completes all required documentation in an accurate and timely manner.
- Matches picking slips to all sales orders and finalizes the shipping documentation, confirms and changes tally quantity when necessary.
- Ensures that the Shipping department has a strong customer service orientation by maintaining service standards and responding to resolve customer issues in a professional, prompt and timely manner
- Ensures that the yard is ready and orders are prepared for the next business day.
- Supervises yard staff and ensures that yard policies are being adhered to.
- Performs closing duties, including securing the yard and store.
- Maintains perpetual inventory system.
- Works to build a positive management/employee relationship.
- Ensures compliance of operational and safety policies and procedures at all times.
- Other job-related duties as assigned.

QUALIFICATIONS:

- A minimum of two (2) years experience in a similar role.
- Computer skills relevant to a fast paced shipping environment with 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.
- Fluent in English (spoken and written) with excellent listening, communication and interpersonal skills.
- Ability to multi-task, prioritize and work efficiently with minimal supervision while meeting deadlines in a busy Shipping department.
- Supervisory experience would be an asset.
- 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:	2019-08-26
APPLICATION DEADLINE:	2019-09-06

If you are interested in this position, please submit a copy of your resume and cover letter via e-mail to jobs@dickslumber.com quoting posting number 2019.0826.01 in the subject line of the email.
****Internal Applicants: please advise your supervisor that you have applied for this posting**.**