



ContainerWorld
Serving the Beverage Industry

EMPLOYMENT OPPORTUNITY

OPERATIONS ADMINISTRATOR

Job Code: CW16-068
Post: 16-Aug-17
Position Type: Permanent Full-time
Department: Warehouse Operations
Hours of Work: Monday to Friday 11:00am – 7:00 pm (must be flexible for other shifts)
Location: Richmond, BC
Compensation: Commensurate with experience

We are currently looking for an Operations Administrator who enjoys working in a fast paced environment, meeting timelines, multi-tasking and amidst all of this have that eye for details. This is a Full Time position in our Warehouse Operations Department.

Main responsibilities include but not limited to:

- Inbound/Outbound Documentation Coordination – create, process, assign organize and review departmental documentation and forward to Operations Supervisors
- Handling customer queries
- Scheduling of labour for project work
- Billing as required
- Assist and support Operations Supervisors with day-to-day operational flow
- Assist other members in the department and other duties as required

Knowledge Skills and Experience:

- Detail oriented, good organizational skills.
- Possess strong computer skills
- Have 1-2 years related experience
- Ability to problem solve and manage changing priorities on a regular basis.
- Previous experience working in a warehouse environment is preferred. Preference will be given to candidates with schooling in operations management, transportation and logistics.

HOW TO APPLY

Interested applicants should submit their resume and cover letter to careers@containerworld.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted