



ContainerWorld
Serving the Beverage Industry

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We are an essential services Company

Job Posting: CW20-007

ContainerWorld located in Richmond, British Columbia is a premier logistics provider for the beverage industry; privately owned company with approximately 430 employees throughout its three BC facilities. ContainerWorld also operates in Ontario and Nova Scotia.

We are a state-of-the-art forwarding, warehousing and distribution Company. We have a Warehouse Management System to include voice picking, interleaved put-away/replenishment and license plated inventory with RF scanning. Our automation also includes an ERP, CRM, Cargowise, Truckmate, Sage, Kronos applications to prime us for present and future expansions into other provinces. ContainerWorld actively supports Lean Six Sigma concepts.

Job Title/Hours:

Position: **Warehouse Operations Administrator**

Hours: Mondays to Friday - 8:30am to 5:00pm (5 days - 40 hours shifts)

Position Overview:

Working with some guidance from the Manager as required ensuring the prompt, accurate processing and production of all operational and process documentation. Is responsible for the efficiency of his/her own work and has considerable short-term impact on the efficient operations of his/her own department as well as other internal departments.

The main responsibilities for this position include:

- Inbound/Outbound documentation coordination – create, process, assign, organize and review departmental documentation and forward to Warehouse Supervisors
- Assist and support Warehouse Supervisors with day-to-day operational flow – assist in daily assignment of job functions, co-ordinate carrier paperwork, prompt response of inventory issues to ensure work flow can proceed without delay, validation of process, inventory and documentation
- Perform inspections in the warehouse to resolve product discrepancies
- Deal with drivers and/or customers and must be responsive to all information requested
- Other duties and responsibilities as assigned

Other Knowledge, Skills and Abilities:

- The successful candidates will be detail oriented, have excellent analytical and organization skills and ability to prioritize
- Ability to do multitasking and work as a team
- Basic computer skills with experience working on Microsoft Office products
- Prior employment in a busy warehouse setting will be considered an asset.

How to apply:

Interested applicants should submit their cover letter, resume & salary expectations to careers@containerworld.com

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