



## Job title

Shipper /Receiver / Jr. Equipment Coordinator

## Reports To

Sr. Equipment Coordinator

## About Duz Cho Group of Companies

We are a proudly Indigenous owned company, best known for our focus on consistently delivering industrial expertise to natural resource projects within our Traditional Territory and beyond. We operate our businesses to provide sustainable employment to support our community, and to earn respect from our key stakeholders.

## About the Role

Duz Cho's future is looking bright, we are expanding, and this has opened another opportunity within our past paced team for a talented individual. The Shipper/Receiver /Jr Equipment Coordinator role is a hands-on physical role, that includes loading, unloading, sorting, and transporting shipments manually or with equipment. The Shipper/Receiver/Jr Equipment Coordinator is responsible for inspecting, accepting, tallying, and documenting the status of incoming goods and equipment in the inventory system.

## Duties

- Manages the shipment and receipt of all products, materials, and supplies.
- Collaborates and communicates with supervisor, team, service providers, and other involved parties regarding product shipment and receipt.
- Keep track of, trace, and update the status of incoming and outgoing shipments and equipment.
- Promptly unloads trucks and deliveries, sorts, and stocks receivables.
- Coordinate equipment activities.
- Maintains an accurate log sheet by scanning inventory and counting accurately.
- Updates status of inbound and outbound orders in inventory system.
- Resolves discrepancies between orders and goods, such as delays, condition, weight, quality, etc.
- Performs general housekeeping tasks within the shipping & receiving.
- Ensure proper lifting techniques are utilized.
- Takes pride in leading with excellent work-site health and safety practices.
- Liaise with suppliers to expedite orders as required.
- Performs other duties as required.
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## Qualifications & Skills

- Grade 12.
- Minimum of 2-year experience in a shipping/receiving role.
- Equipment knowledge is advantageous.
- Understanding of health & safety principals, importance, and procedures.
- Proficiency in Microsoft Office - Excel, Word, and Outlook.
- Extensive knowledge of major couriers – Rosenau, AIM, FedEx, Purolator, UPS, etc. including how to use their respective software packages.
- Exceptional attention to detail.
- Self starter.
- Ability to work independently.
- Physically capable of performing the essential duties of the job and lifting to 50lb.
- Strong time management and prioritization skills.
- Excellent verbal and written communication skills; must be fluent in English.

## Employment Details

- Full-time position with a 5 on 2 off rotation, working 8-hour shifts.
- Overtime compensation for any hours worked beyond 8 hours daily.
- Comprehensive benefits package available after three months of employment.
- Hourly wage based on experience, ranging from \$21 per hour to \$35 per hour.