



**Duz Cho Logging L.P.**  
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## **Shipper / Receiver /Jr Equipment Coordinator - Job Description**

**Reporting To:** Maintenance Supervisor

**Position:** Full-Time - 5 days on and 2 days off, consisting of 8-hour shifts

**Location:** Mackenzie, BC

### **Job Overview:**

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

### **Qualifications & Skills:**

- Grade 12.
- Valid Drivers license, and clean drivers abstract.
- Minimum of 2-year experience in a shipping/receiving role.
- 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.

***Making sure the Footprints we leave behind are ones our Children will be proud to walk in.***

- 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 \$29 per hour.