

**Job Title:** Shipping & Receiving Coordinator  
**Reports To:** Operations Manager  
**Classification:** Full Time  
**Location:** 1670 Enterprise Road, Mississauga, ON  
**Job Posting Date:** September 12, 2017  
**Job Closing Date:** September 29, 2017

#### JOB SCOPE:

The Shipping & Receiving Coordinator is responsible for the timely receipt and shipment of inbound and outbound freight to meet or exceed customer expectations.

#### JOB RESPONSIBILITIES:

##### Shipping & Receiving (90%):

- Prepare and coordinate the shipping of merchandise with couriers to ensure client deadlines are met including preparation of packing slips, calculation of costs, and any security measures as required
- Receive merchandise including verification and reconciliation against purchase orders in the system
- Check demo equipment for quality control and report any damages accordingly
- Liaise with transportation vendors to expedite and/or track outbound shipments as required
- Perform ongoing maintenance of the warehouse to ensure stock is organized and secure at all times
- Make deliveries to client sites using the company vehicle as needed

##### Additional Duties (10%):

- Perform inventory control checks as requested
- Other special projects as assigned

#### JOB REQUIREMENTS:

##### Experience:

- 1-2 years of previous working experience in a warehouse or logistics environment preferred

##### Core Competencies:

- Strong interpersonal skills with the ability to communicate effectively both verbally and written
- Ability to work collaboratively with cross functional teams including Purchasing, Sales, Equipment Rentals and Operations on a daily basis.
- Ability to work independently with minimal supervision.
- Strong organizational skills with the ability to effectively manage multiple priority deliverables throughout the day
- Ability to build and maintain relationships with external clients including couriers and transportation providers
- Strong attention to detail

##### Technical:

- Working knowledge of Microsoft Outlook, Word and Excel preferred

##### Physical:

- Ability to lift up to 40-50 lbs without a lifting device
- Ability to work in a warehouse environment with varying temperatures.

##### Other:

- Valid Ontario Driver's License with a clear driver's abstract preferred

#### APPLICATION PROCESS:

Interested candidates are asked to submit a resume to Michelle Tajudeen, HR Consultant at [michelle@metacc.com](mailto:michelle@metacc.com)