

Position: Operations Coordinator

Location: Bolton, ON

Wage: \$55,000 / yr

Description...

Provides operations support to management.

This position is accountable to prepare accurate, complete and timely information pertaining to the operations department.

The Operations Coordinator is expected to proactively identify and bring to the attention of the Operations Manager and/or Branch Manager.

any issues that may have a potential impact on customer order fulfillment and the fleet balance both in the yard and on site.

Timely identification is essential.

Assists the drivers when they check in at Operations window and coordinate orders with yard personnel.

Process and receive transfers from and to other locations.

Prepare customs requests, inc. article numbers, descriptions, cost, weight, composition and Country of Origin using Profield, and Brand On-Line to obtain information.

Direct and respond to CSR inquiries in regards to order fulfilment and order status'.

Coordinate all of Aluma driver's movements on a daily basis, outsource cartage when required.

Assists in creating and fulfilling stock transfer orders.

Enters picked quantities into delivery documents (ship and return).

Verifies goods issued and goods received (shipping and receiving).

At the request of the Operations Manager, may source equipment from within the company.

Solicit multiple freight quotes and arrange freight services to manage shipping and receiving expenses.

Creates material movement transactions (re: assembly, disassembly, repair, damage).

Should possess a good working knowledge of Inventory Control and Excel.

Special duties as requested by Operations Manager and/or Branch Manager.