

Position: Operations Coordinator

Location: Bolton, ON

Wage: \$55,000/yr

Description...

Min 6 Months paid training prior to Full Time Status

Day Shift: 8am - 430pm

Assist Drivers as they arrive and allocate to areas in the yard.

Process and receive transfers from other locations.

Prepare Custom Docs, obtain Freight Quotes, Provide B/L's

Respond to Customer inquiries re Delivery Status, and Scheduling

Schedule all Company Drivers and arrange for extra Cartage Drivers as required.

Verify all Goods Received, Goods Shipped, and Manage the Inventory in Yard

Must have experience and / or Knowledge of Scaffolding and Formwork as the apply to Hi-Rise Construction Projects.

Must have a min of Intermediate Excel and Inventory Software usage.