



**Detailed Receiver / Warehouse Coordinator -- Yellowknife -- Det'on Cho Logistics Ltd.**

**Company Overview:**

Det'on Cho Logistics provides logistics and expediting services and solutions in the NWT, across the North and globally.

**Category:**

Transportation / Warehousing

**Job Description:**

Working within the warehouse and yard performing the safe freight offloading and loading, detailed verification of incoming goods, freight consolidation, reporting. This job is in a high volume, fast paced setting in which self-motivation and multi-tasking are key factors of this rewarding work environment.

**Duties:**

Main tasks include:

Freight offloading and loading;  
Accurate comparison of incoming goods against supplier/shipper packing slips;  
Checking for damages, irregularities and non-conformance of goods;  
Responsible for matching the Client PO with the receiving vendor paperwork and complete receiving function;  
Update receiving information on the Freight Management System;  
Communicates discrepancies between Client PO and inbound paperwork from supplier to the client's buyers;  
OSND reporting and resolution; and  
Following and abiding all safety standards and regulations and other duties as assigned.

**Qualifications: The successful candidate must have the following skills & abilities.**

Grade 12 or equivalent.  
Minimum of 3 years of warehousing and Inventory control experience.  
Knowledge of Freight Management Systems is a requirement.  
Experience in Forklift and/or Loader equipment operation is requirement.  
Must possess a valid class 5 driver's license and have own reliable transportation.  
Solid computer skills, including proficiency in full Microsoft Office.  
Applicants should possess excellent verbal, written and people skills.  
Ability to work independently.

**Compensation:** Negotiable

**Education Level:** Grade 12

**Position Type:** Full-Time

**Position Duration:** Permanent

**Apply By** email - [hr@detoncho.com](mailto:hr@detoncho.com)