



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 detailed verification of incoming goods. 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 accurate comparison of incoming goods against supplier/shipper packing slips
Checking for damages, irregularities and non-conformance of goods;
Responsible for matching the SAP PO with the receiving vendor paperwork and complete receiving function
Communicates discrepancies between SAP PO and inbound paperwork from supplier to the unit buyer.
OSND reporting and resolution
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 SAP is an asset.
experience in Forklift and/or Loader equipment operation
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.

Compensation: Negotiable

Education Level: Grade 12

Position Type: Full-Time

Position Duration: Permanent

Apply By email - hr@detoncho.com