

Shipping Coordinator

Location: Bailey Metal Products Limited – Calgary, AB

Department: Warehouse Shipping

Reports to: Warehouse Team Leader



About Bailey

Founded in 1950 by Sam Bailey, The Bailey Group of Companies (BGC) is a family owned and operated Canadian company recognized as an industry leader. With manufacturing locations in Ontario, Quebec, Alberta, and British Columbia, the BGC has grown tremendously over the past 70+ years, producing roll-formed products and providing steel slitting services for the commercial and residential construction industry. Our people, products and industry are our pride while innovation and our customers are at the core of our business. Our associates are the key to achieving our vision of being the leaders in this industry, which is why we work hard to create a safe and healthy work environment where associates can achieve growth and development. Apply now, for this exciting opportunity!

Why Join Our Team?

- Market competitive remuneration package
- Employer paid comprehensive benefit package
- RRSP matching program
- Education support program
- On the job training
- Employee referral program
- Personal protective equipment allowance

Position Summary

The main purpose of the position is to support the Warehouse team with administrative duties and paperwork. In addition, this position will also be responsible for the cleanliness of the yard and Warehouse. This position is also responsible for receiving/shipping and forklift operations.

What you'll do:

- UPC shipped orders (Place barcode stickers on orders to be shipped)
- UPC Home Depot and Rona orders (Place barcode stickers on the orders)
- Write up Bill(s) of lading
- Phone in ready orders for customers and trucking companies (Communicate with customers and trucking companies)
- Clean and sweep the yard as necessary
- Receiving/Shipping
- Operating a Forklift
- Abide by all Health & Safety rules and requirements laid out by the Company
- Carry out any other work assigned by the supervisor or management

What you'll need:

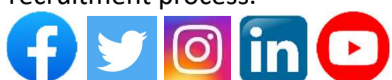
- Must be at least 18 years of age
- High school graduate, proficient in speaking and writing English
- Personal attributes include customer service orientated, pleasant phone demeanor, detail orientated, and proficient with MS Outlook
- Experience with SAP is an asset
- Previous experience with Shipping/Receiving coordination is an asset

Working Conditions:

- Able to work in a fast-paced environment while meeting all safety requirements
- Comfortable working in an outside yard in all weather conditions
- Work assigned must be completed correctly and in a timely manner
- Able to lift and carry up to 50 pounds

Learn more about us at <https://www.bmp-group.com/>. To apply, submit your resume to recruitment@bmp-group.com with the position title included in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.

We are an equal opportunity employer committed to providing and maintaining a fair, equitable and diverse workforce. All qualified candidates are encouraged to apply. Applicants should advise Human Resources if they require any type of accommodation during the recruitment process.



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