

Shipping Coordinator

Location: Bailey Metal Products Limited – Edmonton, AB

Department: Shipping

Reports to: Warehouse Manager



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 could also be responsible for receiving/shipping and forklift operation.

This position significantly contributes to the overall shipping function of Bailey Metal Products Limited. If the customers and trucking companies are not called in a timely manner, it will have significant impact on Bailey in terms of delivery delays and potential loss of customers.

What you'll do:

- Place barcode stickers on orders to be shipped
- Write up bills of lading
- Communicate with customers and trucking companies
- Email customer ready orders to the order desk
- Collaborate with the shipping team to clean and sweep yard as necessary
- Operate a forklift
- Abide by all Health & Safety rules and requirements laid out by the Company
- Carry out any other work assigned by the Warehouse Manager

What you'll need:

- High school diploma
- Experience in a logistics environment
- Strong customer service and administrative skills
- Proficiency in Microsoft Office
- Experience in a warehouse is an asset
- Experience with SAP is an asset

Working Conditions:

- Must be comfortable in a warehouse environment
- Occasionally required to work outside



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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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