

## Midnight Shipping Administrator

### THE JOB

The Weston Forest Operations team is currently recruiting for an Midnight Shipping Administrator. This position reports to the Director of Operations and indirectly to the Midnight Team Lead.

### DUTIES & RESPONSIBILITIES

- Prepare all outbound daily shipping documentation for local and US deliveries and ensure total accuracy
- Prepare customs papers for US shipments
- Work with Accounting department to provide backup and explanations during yearly audits
- Provide administrative support to both Ops and Sales including but not limited to inventory look ups etc.
- Allocate and audit all orders that have been pulled during the day and ensure accuracy
- Report errors to the appropriate personnel for reconciliation
- Follow up to ensure corrections are being made
- Greet drivers at Shipping door and alert appropriate department of their arrival
- Confirm loaded product is matching with shipping documents (will involve going outside)
- Correct any issues before product delivers to the customer
- Provide relief/coverage/assistance to Dispatcher/Shipping Manager and Receiver
- Answer customer inquiries in a timely manner (both internal and external)
- Be trained and issue HT certificates in compliance with our HT program.
- Provide assistance to Mill personnel as needed
- Follow all Health and Safety policies with regards to PPE and conduct
- Monitor and maintain administrative spreadsheets daily
- Assist Shipping Manager with monitoring and maintaining KPI reports as needed
- Provide and participate in training as needed
- Trouble shoot errors and report findings to Supervisor
- Build and maintain strong relationships with all customers inside and out
- Be trained as a back-up Dispatcher
- Other duties as needed

## KNOWLEDGE & SKILLS REQUIRED

- High school diploma, post-secondary diploma an asset
- Basic mathematical skills
- Excellent critical thinking skills, willing to “think outside the box”
- Detail oriented
- Strong analytical skills
- Exceptional organizational skills
- Willing to cross-train
- Positive attitude and able to handle a high stress environment
- Excellent verbal and written communication skills
- Able to take direction well
- Strong team player with the ability to self-manage and prioritize
- Proficient in MS Word, Excel, and Outlook
- Experience with lumber an asset
- Strong initiative and follow up skills
- Perform overtime hours if needed

All candidates are required to be fully vaccinated.

## THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of Waterstone *Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: “YOU'LL LOVE DOING BUSINESS WITH US”.

### **Our Core Values:**

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more