

AFTERNOON 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 Afternoon Shift Supervisor.

HOURS OF WORK: 4:00PM – 12:30AM

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.
- Troubleshoot 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.

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

Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.

