LOGISTICS ASSISTANT

Responsibilities:

• Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver)
• Receive and process warehouse stock products (pick, unload, label, store)
• Perform inventory controls and keep quality standards high for audits
• Collect and send invoices to appropriate department
• Keep a clean and safe working environment and optimise space utilisation
• Assist peers as required (coordinate meetings, training, etc.)
• Communicate and cooperate with supervisors and coworkers
• Follow quality service standards and comply with procedures, rules and regulations
• Prepare and submit contractor timesheets
• Coordinating travel of company personnel; booking flights, hotels, etc. – when required
• Entering the daily data from drillers timesheets into computer system
• Prepare monthly drilling expenditures and check the drillers invoices
• Track and organize visitors/contractors (let them know the pre-requisite before coming to site, keep track of them when in the field
• Run errands in town (postal services, pick up supplies)
• Obtain RFQ’s and submit to proper department
• Responsible for organization of property maintenance

Requirements:

• Proficiency in inventory software, as well as Microsoft Word, Excel, Outlook
• Strong organizational skills
• Ability to lift heavy objects
• Valid Class G Driver’s License
• High school diploma

Please submit a copy of your relevant experience to Angelina Rothery: arothery@peopleatwork.ca